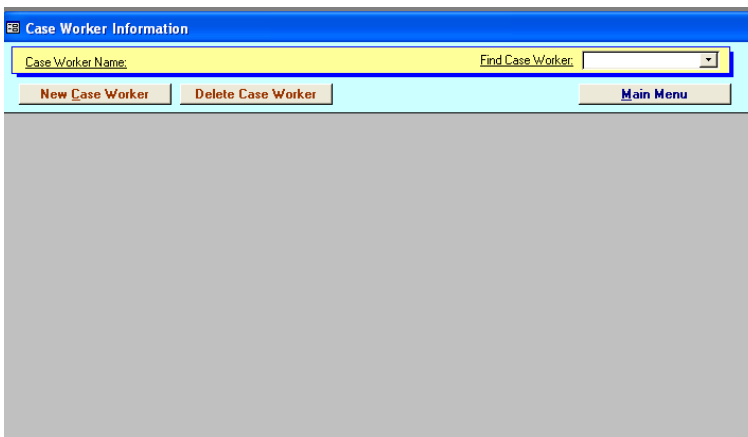


Adding a Case Worker/Attorney/Supervisors

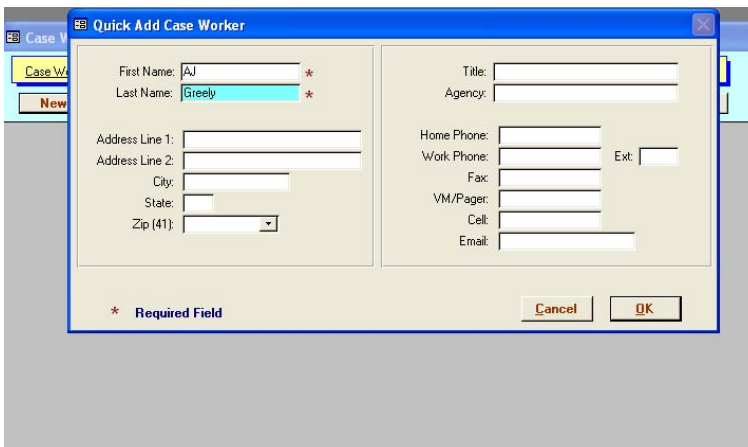


1. On the **Main Menu** click on the Case Workers Button

Or if you are entering Attorney, Case Supervisor, or Judges names click on buttons



2. On the Case Worker Information click on the **New Case Worker** button



3. On the **Quick Add Case Worker** screen opens You can fill in all the information on this screen at this time, or just the two * required fields – First and Last Names the rest of the information can be entered at a later date. Click OK when completed

Repeat this process to enter information on Attorneys, Judges, and Case Supervisors