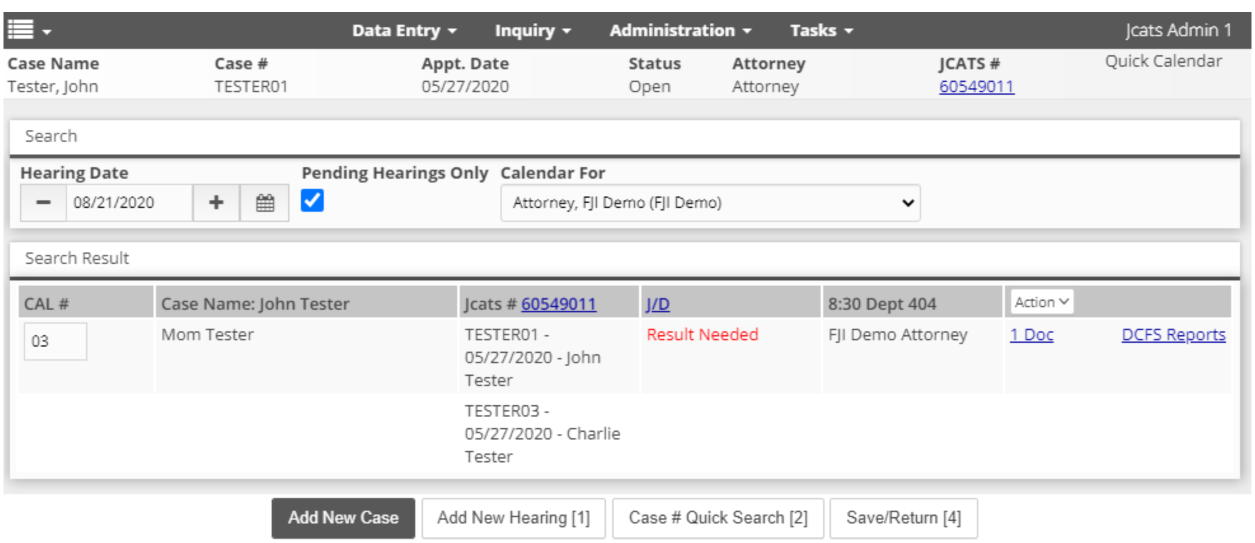
Quick Calendar: accessed via "Tasks" – "Quick Calendar" menu item

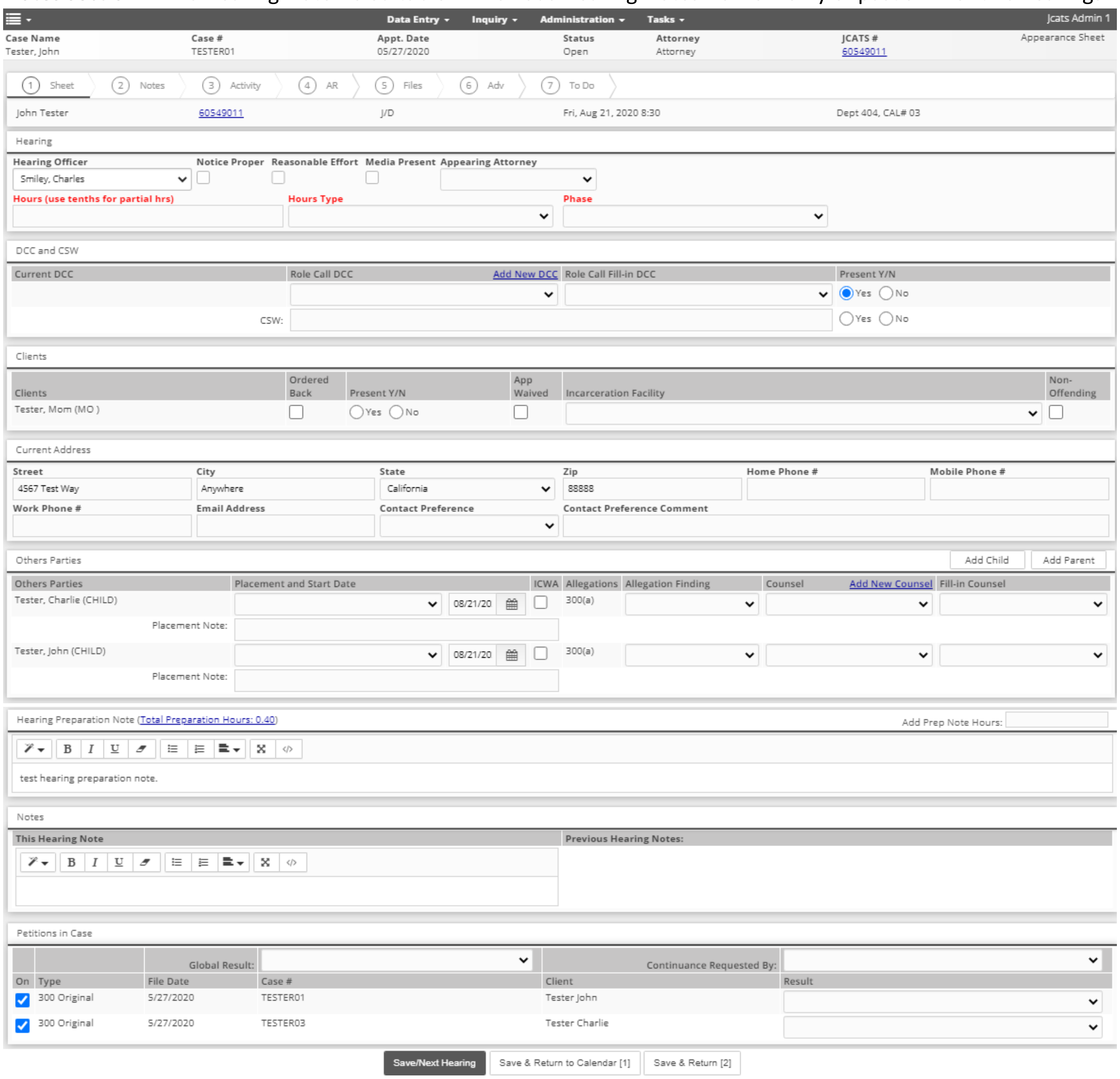
- **Search section:** each time any of the three search criteria are changed, a search is automatically processed.
  - **Hearing Date:** defaults to today's date.
  - **Pending Hearings Only:** defaults as checked. If checked then it only returns the hearings where a result has not yet been entered (Result Needed). This means if you have just resulted a hearing and return to this calendar then the hearing you just resulted will be hidden until you uncheck the Pending Hearings Only checkbox.
  - **Calendar For:** defaults to the current user if they happen to be an attorney.
- **Search Result section:**
  - **CAL #** column: if your court uses a calendar numbering system then you can populate this field and use the Save/Return button to sort the search results by CAL #
  - The **Jcats #** hyperlink will route to the Main page for the selected hearing/case.
  - In The **hearing type** column, the hyperlink (i.e. J/D) routes into the Appearance Sheet, which will be the first tab within the Quick Calendar tab strip. Also, if the hearing has been resulted, then the result will display instead of displaying "Result Needed".
  - In the **hearing time and dept column**, the "Calendar For" name will display. If they are filling in for another attorney, then it displays as "TheirName filling in for OtherName". If another is filling in for them, then it displays as "OtherName filling in for TheirName".
  - In the **last column**, the **"Action"** dropdown contains the names of all the tabs within the tab strip, so you can route directly to the desired tab when needed. The hyperlinks display how many documents are currently attached to the hearing (i.e. 1 Doc). When this hyperlink is clicked it displays a popup allowing users to attach any case files, that is on the case, to the hearing. If a file is already attached to the hearing, then it displays another hyperlink with the attached files category (i.e. DCFS Reports). When this is clicked, the attached file is presented to the user in a new session tab.
  - The **"Add New Case" button** routes to the Quick Add Case page.
  - The **"Add New Hearing" button** displays a popup, so the user can quickly select one of the cases from their active caseload and add a hearing to that case.
  - The **"Case # Quick Search"** button routes to the Search for Case page.



- See next page for details about the Appearance Sheet, and a brief comment about the other tabs included on the Quick Calendar tab strip.

Appearance Sheet: Can also be accessed via the Main Page's hearing section [Go To] button.

- **Header section:** displays the case name, JCATS#, hearing type, date, and department. This JCATS # routes to the Main Page in a new tab, so you can update other information about the case without leaving the Appearance Sheet on the current tab.
- **Current DCC section**: only use the Add New DCC hyperlink when you cannot find the DCC's name in the dropdown. It displays a popup where you can enter a first and last name.
- **Client Section**: the date hyperlink displays a popup with the client's status history. If a Petition Result is entered, then the user must either update the Current Status or check the "No Change to Status" checkbox. The client's status is reflected on the Main and My Caseload pages.
- **Others and Counsel section:** only use the Add New Counsel hyperlink when you cannot find the Counsel's name in the dropdown. It displays a popup where you can enter a first and last name.
- **Hearing Preparation Note:** is for prep notes and recording time spend preparing/reviewing the prep notes.
- **Notes section**: "This Hearing Note" is editable. "Previous Hearing Notes" is view only of past six month's hearings.



The **Notes tab** displays all hearing notes on the case and includes a "Print Appearance Sheet" for each hearing. The **Activity tab** displays all record time on the case and provides the ability to add new time. The **AR tab** displays all action requests on the case and provides the ability to view the printable version of the AR. The **Files tab** displays all attached files on the case and provides the ability to view and upload any file on the case. The **Adv tab** is used to track all advisements given to the client. The **To Do** tab displays all To Do items on the case and allows To Do items to be added to the case.