



OPTIMA GUIDEBOOK

2020



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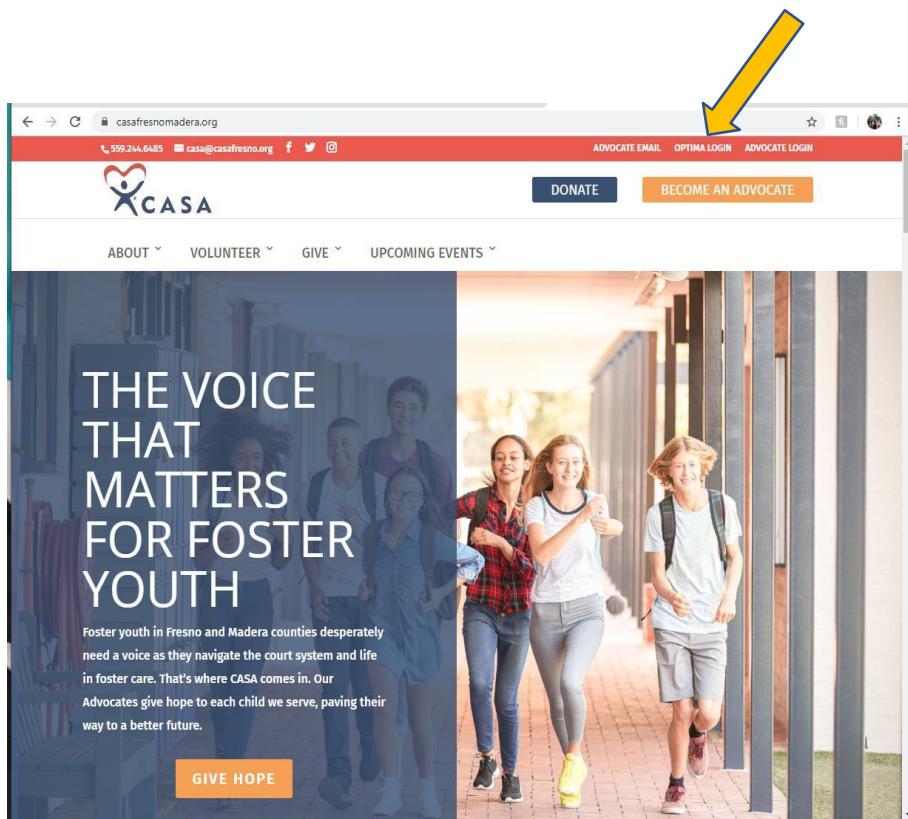
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Optima

Log In


<https://www.casafresnomadera.org/>

*You will find the Optima link at the bottom of the Homepage



← → ↻ <https://ca-fresno.evintosolutions.com/Account/LogOn?ReturnUrl=%2F>

Apps Optima-Fresno Persimmony Odyssey-Fresno



Please enter your user name and password.

User name

Password

Remember me? [Forgot password?](#)

Username: First name.Last name (no spaces)


Password is going to be your first and last name initial. First name initial is CAP. The rest are lowercase. Followed by: @ and your DOB in two-digit format

Example: Fp@121582

*If you have 2 last names it will be:

Example: Fgp@121582

How enter Demographics, Emergency Contacts & Employment



Volunteers Dashboard

Cases To-Do List Training Logs Non-Calendar New Docs

Case Number	Case Name	Petition Date
		10/5/2017

« 1 »

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Click on the Personal info button

*Volunteer Dashboard – Treat this like your home button



Volunteers
Dashboard



Help

Click on the Edit
button to add or
update Personal
information

DETAILS

Demographics

Edit

First Name	<input type="text"/>	Gender	Female
Middle Name	<input type="text"/>	Home Email	<input type="text"/>
Last Name	<input type="text"/>	Work Email	<input type="text"/>
AKA	<input type="text"/>	Best Email	Home
Address	<input type="text"/>	Home Phone	<input type="text"/>
Address 2	<input type="text"/>	Cell Phone	<input type="text"/>
City	Fresno	Work Phone	<input type="text"/>
State	CA	Best Phone	Home
Zip	<input type="text"/>	Permission to Call at Work	<input type="checkbox"/>
County	<input type="text"/>	Permission to Share Info	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>		
Race	<input type="text"/>		
Marital Status	<input type="text"/>		

***Homework – Go to your demographics and update anything that is incorrect or missing.**

How to Enter Emergency Contact information



Volunteers
Dashboard

Click on the
Personal
info button

Address Book

Personal Info

Cases To-Do List Training Logs Non-Case Calendar New Docs

Case Number ▲	Case Name ▲	Petition Date ▼	Ac
		10/5/2017	

1

To add or update
Emergency Contacts
Click the ADD button

Emergency Contacts

Add

First Name

Last Name

Phone

Phone 2

No records to display.

1

First Name	Sandra	Gender	Female
Middle Name		Home Email	
Last Name		Work Email	
AKA		Best Email	Home
Address	Add Emergency Contact		
Address 2	First Name <input type="text"/>	Phone 2	<input type="text"/>
City	Last Name <input type="text"/>	Relationship	<input type="text"/>
State	Phone <input type="text"/>	Email	<input type="text"/>
Zip	<input type="button" value="Cancel"/> <input type="button" value="Create"/>		
County			
Hispanic			
Race	Caucasian		
Marital Status	Decline to state		
Emergency Contacts			
<input type="button" value="Add"/>			

Make sure you click on the CREATE button when finished to save all information

***Homework – ADD at least 1 emergency contact**

You only need to complete the Career Type and Employment Status, everything else is Optional

Edit Employment

Career Type [dropdown] ← Title [text]

Employment Status [dropdown] ← Responsibilities [text area]

Current Employer

Company [text]

Address [text]

Address2 [text]

City [text]

State [text]

Zip [text]

Work Hours [text]

From Date [calendar]

To Date [calendar]

Reason For Leaving [text]

Supervisor First Name [text]

Supervisor Last Name [text]

Permission To Contact

Phone Number [text]

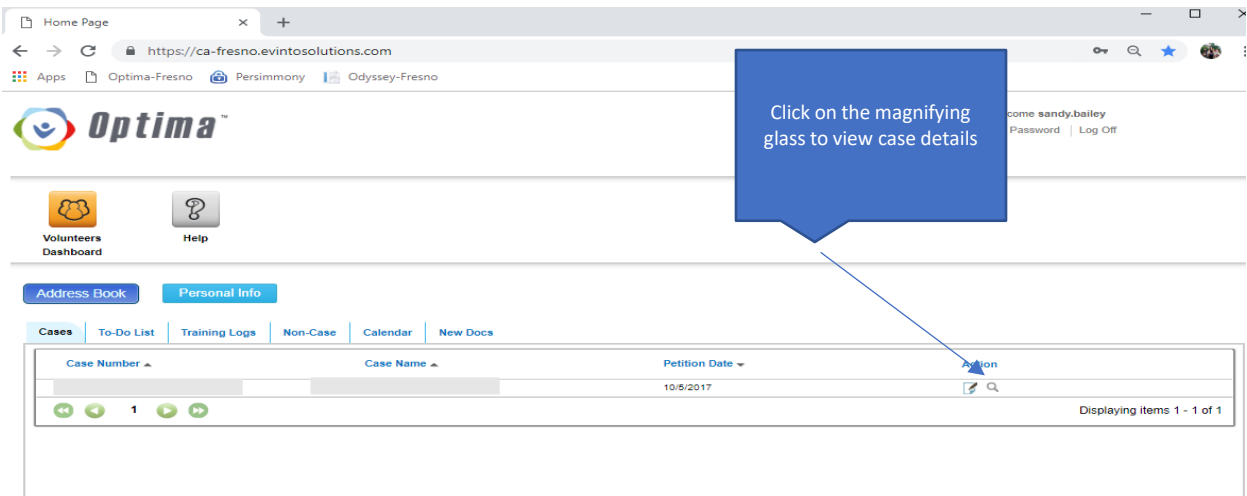
Cancel Save

***Homework – Make sure your current or most recent career is entered and/or correct.**

Volunteer Dashboard

How to enter Family Members

* Make sure to add people 1st- then Placements, then start entering Contact logs



Scroll down to view Family Members and Click ADD

Family Members

Add

Name	AKA	Relationship	Active	Deceased	Contact Info	Action
No records to display.						

Displaying items 0 - 0 of 0

Enter all information for NEW family members

Volunteers Dashboard Help

ADD

Family Member

Case

First Name

Middle Name

Last Name

AKA

Gender Male Female

Hispanic

Race

Birthdate

Incarcerated

Homeless

Address Line 1

Address Line 2

City

State

Zip Code

County

Home Phone

Cell Phone

Work Phone

Home Email

Work Email

Education

Substance Abuse

Single Parent Home

Deceased

Active

Notes

Cancel Create

Click CREATE once all info is entered

ca-fresno.evintosolutions.com/CaseDetail

Case

Edit

First Name TEST
Middle Name
Last Name TEST
AKA
Gender Male
Hispanic
Race
Birthdate
Incarcerated
Homeless
Address Line 1
Address Line
City
State
Zip Code
County

Home Phone 555-555-5555

Add Family Relationship

Child

Select All

Relationship Type << Select Item >>

Cancel Create

Click ADD to add the relationship to the child.

Always select a child.

Relationships

Child

Add

First Name	Last Name	Relationship	Action
No records to display.			

Displaying 0 of 0 records

How to enter Associated Parties

Click ADD to enter new Associated parties

Case Details | TO DO | Associated Parties | Documents | Petitions and Allegations | Hearings | Placement History

[Add](#)

Name ▲	Association ▲	Type ▲	Company ▲	Child ▲	Family ▲	Released ▲	Contact Info ▲	Action
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q

1

Displaying items 1 - 8 of 8



Volunteers Dashboard



Help

ADD TO CASE

Associated Party

Case:

Party Type: Attorney Caseworker Interested Party

Associated Party: If not found in list

NOTE: Please be sure to check the drop down **EVERY TIME** to make sure that the attorney, caseworker, or interested party is not already on the list **PRIOR** to adding a **NEW** one.

If the Associated Party already exists in the list:

Create

Volunteers Dashboard Help

ADD TO CASE

Associated Party

Case:

Party Type: Attorney Caseworker Interested Party

Associated Party: If not found in list

Select the name of the Associated Party and click **SAVE**

You will see the Associated Party along with all the information in the list shown below. The list is sorted alphabetically.

[Contact Logs](#) | [To Do](#) | [Associated Parties](#) | [Documents](#)


[Add](#)

Name	Association	Type	Company	Child	Family	Released	Contact Info	Action
	Interested Party	Foster Parent(s)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Caseworker		Transitions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Q
	Interested Party	Other		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Q
	Interested Party	Other		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Caseworker		Transitions Foster Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Caseworker		DSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
	Interested Party	CASA Tracker - Placement		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q

[←](#) [→](#) 1 2 [▶](#) [▶▶](#)

Displaying items 1 - 10 of 18

If the party does not already exist in the drop-down menu:



[Volunteers Dashboard](#) | [Help](#)

ADD TO CASE

Associated Party

Case:

Party Type: Attorney Caseworker Interested Party

Associated Party:

Click NEW to add Attorney, Caseworker, or Interested Party.



Volunteers Dashboard

Help

ADD

Associated Party

Association Attorney Caseworker Interested Party

Interested Party Type

First Name

Last Name

Address

Address2

City

State

ZIP

County

Notes

Bar#

Work Phone

Home Phone

Cell Phone

Fax

Work Email

Home Email

Language

Note: You will enter all Attorneys, SW's, SWS's, Therapists, teachers, etc. in the associated party tab

Make sure to click Create to save your entry.



Volunteers Dashboard

Help

ADD TO CASE

Associated Party

Case

Party Type Attorney Caseworker Interested Party

Associated Party If not found in list

Once you have entered the information and clicked the create button, you will be directed back to this page. Make sure to choose the party from the drop down menu, make sure the correct party type bubble is checked and then click save. Your associated party should now appear in the associated parties tab.

Click **SAVE**

How to Enter Placement Information

Click **ADD** to enter the current placement of your child(ren) only after you have entered all family members and associated parties.

Current Placements

Add

Name ▲	Placement ▲	From ▼	Reason ▲	With Siblings ▲	Contact Name ▲	Contact Info ▲	Action
	Adoptive Home	1/2/2019	Notice Given	Some			Q
	Adoptive Home	1/2/2019	Notice Given	Some			Q
	Adoptive Home	1/2/2019	Notice Given	Some			Q
	Birth Parent(s)	11/30/2018	Moved back with Bio Parent (s)	Some			Q
	Birth Parent(s)	11/30/2018	Moved back with Bio Parent (s)	Some			Q
	Relative Home	11/2/2018	Family/Kinship Connection	Some			Q
	Relative Home	11/2/2018	Family/Kinship Connection	Some			Q
	Relative Home	11/2/2018	Family/Kinship Connection	Some			Q
	Foster Home - FFA	8/23/2018	Agency Decision	Some			Q
	Foster Home - FFA	8/23/2018	Agency Decision	Some			Q

Checkmark the children: If you have a sibling set, be sure to checkmark only the children who are living in the placement you are entering.

The screenshot shows a web browser window with the title 'Add Placement'. Below the browser address bar, there is a navigation bar with 'Odyssey' and 'OJP PMP Login'. The main content area is divided into sections. The first section is 'Children Placed', which contains a 'Case' label and a list of checkboxes. A yellow arrow points to the first checkbox. The second section is 'Placed With (select one)', which contains three dropdown menus labeled 'Placement Facility', 'Family Member', and 'Interested Party', each with the placeholder text '<<Select a Value>>'. The third section is 'Placement Details', which is partially visible at the bottom.

"From" and "With Siblings" field are both required in order to save your entry.

"From" refers to the date the children were placed (estimation is ok if you do not know the exact date)

"With Siblings" only refers to those siblings who were also removed.

Make sure to click the create button once you have everything entered.

The screenshot shows the 'Placement Details' section of the form. It includes fields for 'Hearing', 'From', 'To', 'With Siblings', 'Placement Type', 'Placement Reason', 'Reasonable Distance', 'In County', and 'Notes'. The 'From' and 'To' fields have calendar icons. The 'With Siblings' field is a dropdown menu with the placeholder '<<Select a Value>>'. The 'Reasonable Distance' and 'In County' fields are checkboxes. The 'Notes' field is a text area with a character count '(0 out of 5000)'. At the bottom, there are 'Cancel' and 'Create' buttons. A yellow arrow points to the 'From' field, another yellow arrow points to the 'With Siblings' dropdown, and a third yellow arrow points to the 'Create' button. The browser address bar shows the URL 'https://ca-fresno.evinetools.com/CaseDetails/ChildPlacement/CreateForCase/MTQ2MjEjOTIwNjI3NjE3'. The footer contains the copyright notice '© 2011 - 2018 Evinet Solutions, LLC. All rights reserved. Contact Us'.

How to enter Contact Logs

Family Members

AKA ▲ Relationship ▲ Active ▲ Deceased ▲ Contact Info

Associated Parties Documents Petitions and Allegations Hearings Placement History

Add

Name	Type	Subject	Date	Hours	Status
	Volunteer Hours		9/30/2018	44	Approved
	Volunteer Hours	Office Support	9/30/2018	70	Approved
	Home Visit		9/27/2018	0.5	Approved
	Home Visit		9/28/2018	1.25	Approved
	Home Visit		9/24/2018	1	Approved
	Home Visit		9/22/2018	1	Approved
	Home Visit		9/18/2018	1.5	Approved
	Home Visit		9/18/2018	2	Approved
	Home Visit		9/18/2018	1.5	Approved
	Home Visit		9/11/2018	1.5	Approved
	Home Visit		9/11/2018	1	Approved
	Home Visit		9/7/2018	0.5	Approved
	Home Visit		9/4/2018	1.25	Approved
	Volunteer Hours		8/31/2018	55	Approved
	Volunteer Hours		7/31/2018	44.5	Approved

« 1 »»

*Note: A blue callout box points to the 'Add' button with the text: 'In the Contact Logs tab click **ADD** to add new log'. A yellow arrow also points to the 'Add' button.*

***IMPORTANT! 1st- You must choose at least 1 child for every Contact log you enter.**

The screenshot shows a 'Contact Log' form with the following fields: Case Number, Case Name, Activity Date (highlighted with a callout: 'Be sure to enter the correct date'), Activity Type, Subject, Out of Court, Contact Type (highlighted with a callout: 'Be sure to select the child that the log pertains to, it could be more than one child'), Hours, Mileage, Expenses (\$0.00), and Notes. To the right is a table with columns 'Select', 'Contacted', and 'Party Type'. The 'Party Type' column lists 'Child' multiple times. A callout points to this table: 'All family members & Associated parties should appear here after you enter them'. Below the table are 'Others Contacted:' fields for First Name, Last Name, and Relationship, repeated three times. 'Cancel' and 'Create' buttons are at the bottom left.

Enter hours in 15-minute increments

Please enter as:

.25
.50
.75
1.0 & so on

***Mileage & Expenses – Only if you want to track for your own purposes*

*This is what it should look like

Volunteers Dashboard Help

ADD

Contact Log

Case Number: [Redacted]
Case Name: [Redacted]
Activity Date: 11/14/2018
Activity Type: Home Visit
Subject: [Redacted]
Out of Court:
Contact Type: In-Person
Hours: 3.00
Mileage: 24
Expenses: 50.00
Notes: No concerns of issues at this time.
(35 out of 5000)

Select	Contacted	Party Type
<input type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child
<input checked="" type="checkbox"/>	[Redacted]	Child
<input checked="" type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child

Others Contacted:

First Name: [Redacted]
Last Name: [Redacted]
Relationship: [Redacted]

First Name: [Redacted]
Last Name: [Redacted]
Relationship: [Redacted]

First Name: [Redacted]
Last Name: [Redacted]
Relationship: [Redacted]

Cancel Create

Click CREATE when done entering all information

*Your Supervisor will first review the contact log hours before they are approved. Prior to that they will show as pending

No records to display.

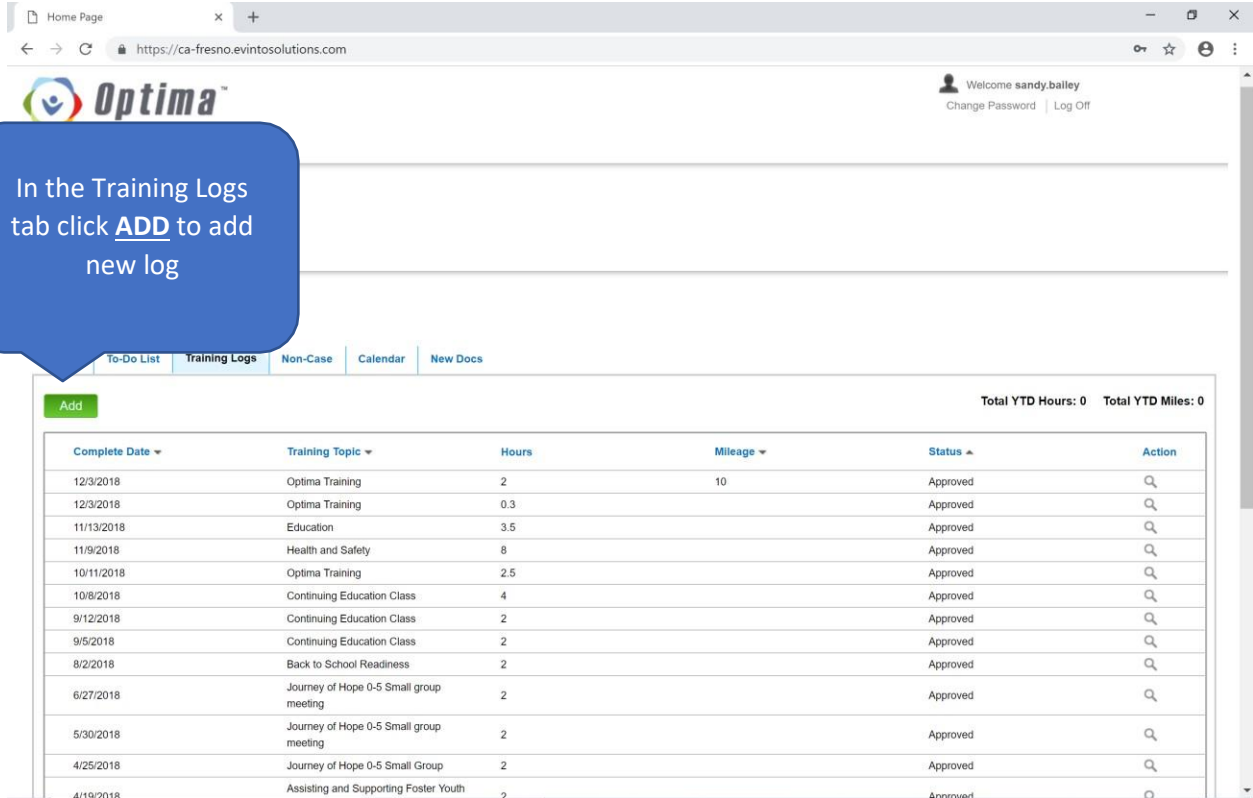
Contact Logs | To Do | Associated Parties | Documents | Petitions and Allegations | Hearings | Placement History

Add View No

Name	Type	Subject	Date	Hours	Status	Acti
	Volunteer Hours		9/30/2016	44	Approved	Q
	Volunteer Hours	Office Support	9/30/2016	70	Approved	Q
	Home Visit		9/27/2016	0.5	Approved	Q
	Home Visit		9/28/2016	1.25	Approved	Q
	Home Visit		9/24/2016	1	Approved	Q
	Home Visit		9/22/2016	1	Approved	Q
	Home Visit		9/18/2016	1.5	Approved	Q
	Home Visit		9/18/2016	2	Approved	Q
	Home Visit		9/18/2016	1.5	Approved	Q
	Home Visit		9/11/2016	1.5	Approved	Q
	Home Visit		9/11/2016	1	Approved	Q
	Home Visit		9/7/2016	0.5	Approved	Q
	Home Visit		9/4/2016	1.25	Approved	Q
	Volunteer Hours		8/31/2016	55	Approved	Q
	Volunteer Hours		7/31/2016	44.5	Approved	Q

« 1 »

How to Enter Training Logs



In the Training Logs tab click **ADD** to add new log

Home Page x +
https://ca-fresno.evintosolutions.com
Welcome sandy.bailey
Change Password | Log Off

To-Do List Training Logs Non-Case Calendar New Docs

ADD Total YTD Hours: 0 Total YTD Miles: 0

Complete Date	Training Topic	Hours	Mileage	Status	Action
12/3/2018	Optima Training	2	10	Approved	🔍
12/3/2018	Optima Training	0.3		Approved	🔍
11/13/2018	Education	3.5		Approved	🔍
11/9/2018	Health and Safety	8		Approved	🔍
10/11/2018	Optima Training	2.5		Approved	🔍
10/8/2018	Continuing Education Class	4		Approved	🔍
9/12/2018	Continuing Education Class	2		Approved	🔍
9/5/2018	Continuing Education Class	2		Approved	🔍
8/2/2018	Back to School Readiness	2		Approved	🔍
6/27/2018	Journey of Hope 0-5 Small group meeting	2		Approved	🔍
5/30/2018	Journey of Hope 0-5 Small group meeting	2		Approved	🔍
4/25/2018	Journey of Hope 0-5 Small Group	2		Approved	🔍
4/19/2018	Assisting and Supporting Foster Youth	2		Approved	🔍

****Books/Articles also count toward training hours. Contact your supervisor for information and approval.**



Enter date of attendance

ADD

In-Service Training

Schedule Date	<input type="text" value="1/16/2019"/>
Complete Date	<input type="text" value="1/16/2019"/>
Training Topic	<< Select a Value >>
Training Format	<< Select a Value >>
Trainer	<input type="text"/>
Hours	<input type="text"/>
Mileage	<input type="text"/>
Notes	<input type="text"/>

(0 out of 2000)



Enter Training Topic

ADD

In-Service Training

Schedule Date

Complete Date

Training Topic

Training Format

Trainer

Hours

Mileage

Notes

<< Select a Value >> The Training Topic field is required.

- << Select a Value >>
- Continuing Education Class
- Education
- Health and Safety
- Independent Living
- Journey of Hope Small Group Meeting
- Optima Training
- Permanence
- Positive Self Growth

(0 out of 2000)

ADD

Volunteers Dashboard Help

ADD

In-Service Training

Schedule Date: 1/16/2019

Complete Date: 1/16/2019

Training Topic: Optima Training

Training Format: CASA Training

Trainer: CASA, Staff

Hours: 1

Mileage:

Notes: (0 out of 2000)

Cancel Create

Click the CREATE button once you have entered all information

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***Homework – Enter Optima hours.**

****Optima training counts towards your 12 hours**

*Documents Tab

Click the Document tab
This is where the documents for your case will be found.


Filter by
Document Type Apply
Start Date End Date



File Name	Document Date	Document Type	Added By	Add Date	Action
2019-12-10 Orders after hearing.pdf	12/10/2020	Minute Orders	Casados, Rosalinda	8/6/2020	
2020-12-10 Minute Order Lopez Makel, Joseph.pdf	12/10/2020	Minute Orders	Casados, Rosalinda	8/6/2020	
2016-09-08 Orders after hearing Lopez Makel, Joseph.pdf	5/19/2020	Minute Orders	Casados, Rosalinda	8/6/2020	
2020-05-19 Addendum Report Lopez Makel, Joseph.pdf	5/19/2020	DSS Reports	Casados, Rosalinda	8/6/2020	
2020-05-19 Minute Order Lopez, Makel.pdf	5/19/2020	Minute Orders	Casados, Rosalinda	8/6/2020	
2020-05-19 Orders after hearing Lopez Makel, Joseph.pdf	5/19/2020	Minute Orders	Casados, Rosalinda	8/6/2020	
2019-12-10 Status Review Report Lopez Makel, Joseph.pdf	12/10/2019	DSS Reports	Casados, Rosalinda	8/6/2020	
2019-07-02 Minute Order.pdf	7/2/2019	Minute Orders	Casados, Rosalinda	8/6/2020	
2019-07-02 Minute Order Lopez Makel, Joseph.pdf	7/2/2019	Minute Orders	Casados, Rosalinda	8/6/2020	
2019-07-02 Orders after hearing Lopez Makel, Joseph.pdf	7/2/2019	Minute Orders	Casados, Rosalinda	8/6/2020	
2019-01-22 Post Court Hearing-Minute Order.pdf	1/22/2019	Minute Orders	Casados, Rosalinda	8/6/2020	
2019-01-22 Minute Order Lopez Makel, Joseph.pdf	1/22/2019	Minute Orders	Casados, Rosalinda	8/6/2020	
2019-01-22 Orders after hearing Lopez Makel, Joseph.pdf	1/22/2019	Minute Orders	Casados, Rosalinda	8/6/2020	

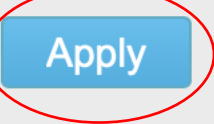
Filter options: You can sort the time frame you'd like to view by entering the dates and clicking Apply.

*Filter By



Filter by

Document Type 

Start Date  End Date 



Or indicate the Document Category you'd like to view and again clicking Apply.

Contact Logs	To Do	Associated Parties	Documents	Petitions and Allegations	Hearings	Servi
Add						
Filter by						
Document Type <input type="text" value="504 Documents"/> 						
Start Date <input type="text" value=""/> 						
File Name			Document Type			
2021-06-17 JV Ackles.pdf			Court Documents			
2021-06-09 JV Ackles.pdf			Court Documents			
2021-06-09 JV Ackles.pdf			Court Documents			
2021-06-09 JV Ackles.pdf			Court Documents			
2021-06-07 St Ackles.pdf			DSS Reports			
2021-06-04 M Ackles.pdf			Minute Orders			
2021-06-04 Order after Hearing Ackles.pdf	6/4/2021		Minute Orders			
2021-05-05 JV220 Ackles.pdf	5/5/2021		Court Documents			
2021-02-25 JV 223 Ackles.pdf	2/25/2021		Court Documents			
2021-02-25 JV 510 Ackles.pdf	2/25/2021		Court Documents			
2021-2-25 JV221 Ackles.pdf	2/25/2021		Court Documents			
2021.02.25 JV220 Mariyah Ackles.pdf	2/25/2021		Court Documents			
2020.12.10 JV535 Ackles.pdf	12/10/2020		Court Documents			
2020.12.07 Court Notes Ackles.docx	12/7/2020		Minute Orders			
2020-08-21 Appointing Order Boss, Robin.pdf	8/21/2020		Appointing Orders/Referrals			

- ✓ 504 Documents
- Appointing Orders/Referrals ←
- ASQ/ASQ:SE ←
- CASA Court Reports ←
- Child Notes ←
- Court Documents ←
- DSS Reports ←
- Ex Parte
- Grades/Report Cards
- Health and Education Passport
- ICWA Documents
- IEP Documents
- Information and Referral
- Medical Documents
- Meeting Notes
- Mental Health Documents
- Minute Orders ←
- Relieving Orders
- Scorecards

****Indicated arrows will be to highlight Documents Categories regularly entered in Optima Documents.**


Contact Logs | To Do | Associated Parties | Documents | Petitions and Allegations | Hei

Add

Filter by

Document Type

Start Date End Date

 **ADD**

Document

Case

File Name No file chosen
(Ctrl+click to multi-select)

Document Type

Document Date

Find the document on your computer. Indicate the Document Type from the list above. Finally, include the date the Document was filed/completed and Save.