

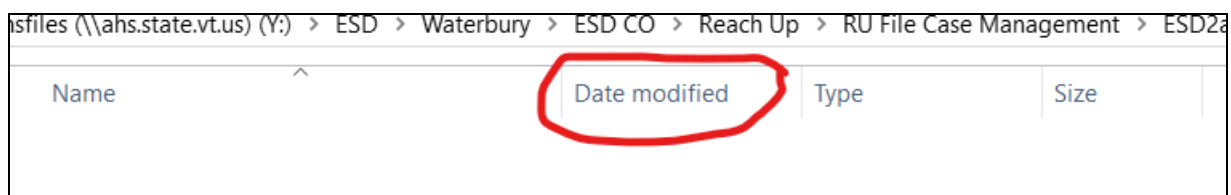
P-2376 Electronic Case Files (continued)

P-2376B Saving Documents (B21-08)

Documents should be saved by date, document type, and participant's initials. For example, "11.18.20 602TPS MB". This will keep documents in chronological order.

Case Manager/Supervisor Support

You can also select "Date modified" within the folder to help keep documents in chronologic order.



Desktop

You can drag and drop anything saved on your desktop. Make the screen small enough so you can see everything you want and drag and drop.

