Using Tickler Jump

SACWIS now has the functionality to "jump" from a **Visitation** tickler displayed on a child's **Case Overview** screen to the child's **Activity Details** screen so that visitation activity information can be entered quickly.

To use the tickler jump functionality, complete the following steps:

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** Number. The **Case Overview** screen appears displaying any ticklers in the **Case Ticklers** section.
4. Move your cursor over the appropriate **Visitation Tickler** link.

Important: The tickler information will be underlined.
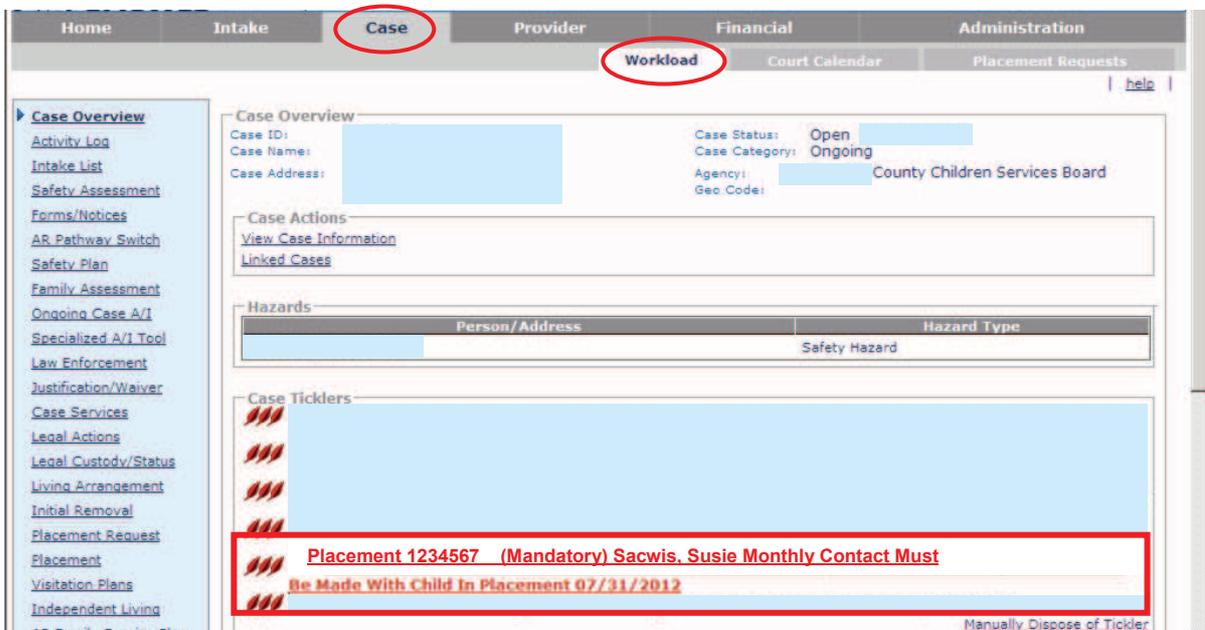
The **Record Activity** link appears.

Important: If you have been assigned to the **Tickler Disposal** user group, the **Manually Dispose of Tickler** link also appears as shown here.

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5. Click the **Record Activity** link.

The child's **Activity Details** screen appears.

6. Complete the fields as needed.

  • SACWIS pre-fills the child's activity record with information where applicable.

  • The **Start Activity Date** field defaults to the current date, but can be changed.

  • The system pre-selects the child listed on the tickler and includes them as an associated participant on the activity log.

  • The **Participants** tab can be selected to add additional associated participants.

  • Once the activity log is saved in **Completed** status, the applicable ticklers for all selected participants will be disposed (disappear).

7. When complete, click the **Save** button at the bottom of the screen.
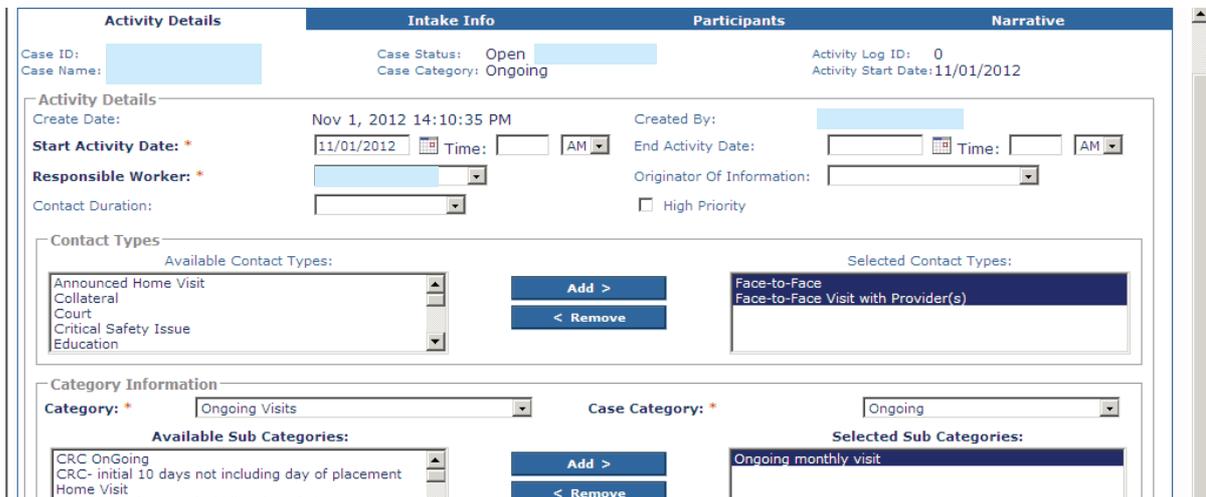
The **Case Overview** screen appears. Once this screen is saved, SACWIS removes the visitation tickler. The activity log for that visit is now complete.

Using Tickler Jump

Troubleshooting

As shown in gold, when you access the **Record Activity** link, your computer screen may make the link difficult to read. If so, adjust your computer settings as follows:
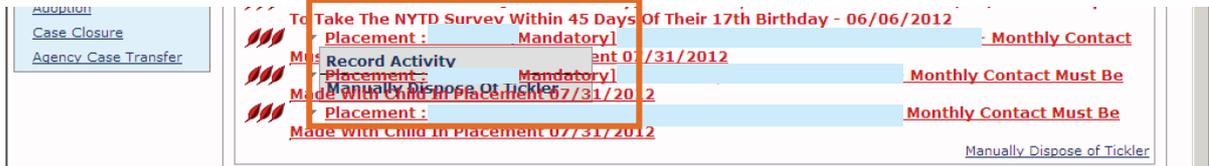
1. On the menu bar, click **Tools**.
2. Click **Compatibility View Settings**.
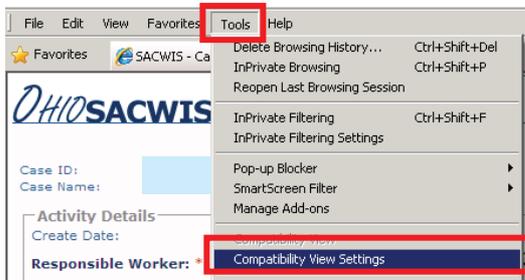
The **Compatibility View Settings** screen appears.

3. Uncheck the **Display Intranet Sites in Compatibility View** box.
4. Click the **Close** button.

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Last Updated: 11/01/12