



here's info needed to....

View Recent Intakes Total

You can view the number of Recent Intakes a worker created within a defined number of days.

1. Click the My Recent Intakes icon in the Tree View under Intake View.
2. Click on any column header on My Recent Intakes E-grid.
3. Right-click to get the Action menu.
4. Select Grid Options and select Show Summary Footer.
5. Click in the Summary Footer under the column that you want to count.
6. Right-click and select Count; the number displays.

If the count already displays and you wish to clear it, right-click on the number in the Summary Footer area and select None.

The screenshot shows a software interface with a tree view on the left containing 'Intake Views' and 'My Recent Intakes'. The main window displays a table with columns: 'Workgroup Name', 'Caller', 'St...', 'Close', 'Intake Time', 'Problem', 'Program', and 'Stat'. The table contains several rows of intake records. A context menu is open over the table, and a sub-menu is open over the '4' in the summary footer. A callout box labeled 'Summary footer' points to the '4'.

| Workgroup Name | Caller | St... | Close | Intake Time | Problem | Program | Stat |
|------------------------|----------------------|-------|-------|-------------|---------|---------|------|
| CP Intake 12/02/2008 | Porter, Dorothy S... | 12/02 | | | | | |
| CP Intake 01/20/2009 | | 01/20 | | | | | |
| CP Intake 01/23/2009 | | 01/23 | | | | | |
| APS Intake 01/29/20... | | 01/29 | | | | | |

Summary footer: 4