

CONNECTIONS Clue

Save time using filters on an FSS Stage Events tab

There can be many events to scroll through in Stage Events, making locating the event you are looking for a challenge. So why scroll? Use your filter!

If you selected an FSS stage from the Case Summary tab, the following filter commands can be helpful:

- ❖ If you want to see all the approved FASPS on the case, type “A” in the filter field under the column header Status; all approved FASPS will display. Select a FASP and don’t forget the Detail link in the Navigation pane; the FASP will display.
- ❖ If you want to see the FSS (gray tabbed window) type FAM in the filter field under the column header Description and select Family Service Stage Opened; don’t forget the Detail link in the navigation pane.