D   Inquire Screen

Key 1 in the WHAT TYPE OF FUNCTION WOULD YOU LIKE TO PERFORM field on the Main Menu. Press ENTER. The Inquire Screen displays.

The Inquire Screen allows staff to view all outstanding alerts that are assigned to a specific EI by PCN. Alerts are highlighted on the day they are due. Access to the screen is determined by the LOGONID. This screen allows access to records from the main menu by using the following four different search items:

- CASE#/SSN

- PCN

- SITE CODE.

The search criteria displays within the title of the screen.

From this screen, depending on the staff's profile, the following options are available:

- Closed Alerts

- Deleted Alerts

- Extension of Alerts

(See Inquire Screen Field Descriptions)