[2] Tools. The tools presented in the Common Tool Bar will either be default or user selected.

- **Default Tools.** The following tools will be assigned to the Common Tool Box as default options. Some of these tools are mandatory and cannot be removed from the Common Tool Bar:

Find Client. Displays the Access or Create Client Record Screen, which enables you to find and retrieve an existing Client Record or create a new Client Record. If you are already working with a Client Record, the system will prompt you to either abort the selection of a new Client or save and close the active record before selecting a new one.

Client Summary. Displays the Client Summary Screen for the active Client Record, which displays key ID and characteristics information about a Client.

Client Notes. Displays the Client Note Records for the active Client Record, which enables you to find, retrieve or create notes about the Client.

Client Groups. Displays the Social Groups and Families Screen, which enables you to find and review the existing Groups and Group Members affiliated with the active Client, and create new Group Records and Group Members for the Client.

Alerts. Displays the List of Client Alerts Screen for the active Client Record, which allows you to select and view existing Alert Records or create new Alerts. Alert Records are special, high priority notices about a Client.

Service History. Displays the Service History of Client Screen for the active Client Record, which lists the records of Services received by the Client and allows detailed review of each Service.

Placement. Displays the Placement and Referral Screen, which enables you to search for and review available Services, and Place or Refer the active Client to selected Services.

QuiCK-Tool. Displays the QuiCK-Tool pull-down, which give you quick access to all tools to which you have access.

Case Records. Displays the Case Records Screen for the active Client Record. This screen lists existing Case Records for periods of service within specific Programs, and allows you to initiate new Case Records.

Case Roster. Displays the Case Roster with a list of all Case Records and options to select and view details of specific Cases.

Find Institutions. Displays the Find Institutions Screen, which allows authorized users to view a list of Institutions using MetSYS, and select or create Institution Records.

Services. Displays the List of Services Screen, which allows authorized users to view a list of Services provided by the active Institution, and select and update Service Listings, or create new Service Listing Records.

Reports. Displays the Reports screen, which presents the reporting features available to the User via assigned MetSYS Product.

Participation. Displays the Participation and Attendance Screen, which lists Services provided by the User's Institution, and displays rosters of participants and options to record use of the selected Service.

Personal Manager and Navigator. Displays the Personal Manager , which provides options for each User to update their Password and make selected adjustments to their own system.

User Feedback. Displays the User Feedback Screen, which enables you to enter and submit feedback for your System Manager and MetSYS, Inc.

Help. Displays context-sensitive and interactive on-line Help for the active feature or screen with options for finding information about other parts of system.

Print Screen. Displays a pop-up enabling users to produce print-outs from selected screens and tools.

Log-Off. Exits MetSYS and terminates your user session. This frees a Concurrent User License for another user. Earlier versions also use a different icon [ ] to Exit.

If there is no active Client Record, clicking on most of the above Tool Icon Buttons* will present the Access or Create Client Record Screen.

- **User-Selected Tools:** Depending on the user's Product Version, tools that are accessible to the user can be added to the Common Tool Box. However, it will not be possible to display more than twenty-two [22] tools in the Common Tool Box [See summary of tools and references for detailed specifications]:

  In all cases, there are seven core tools and features that must always be included in the Common Tool Bar. These are Find Client, Client Summary, Alerts, Personal Manager, User Feedback, Help and Exit.

  In most cases, it is possible to access all tools and still return to the Active Record. However, some tools, such as "Find Client" and "Find Institution", will display a new record after they have been used.

Forthcoming Feature

[3] Current User. The name and Institutional affiliation of the current user will be displayed on the right side of the Common Tool Box.

As noted above, users will "almost always" be able to access a tool and return to the same location of the system they were using prior to selection of the tool [*i.e.* a user will be able to make a Client Note in the middle of using the Placement Tool, and return to the Placement Tool after completing the note].

Please note that the Common Tool Bar is inactive when the Client Notes Records Screen is displayed. Also, the User must exit the active Records upon selecting the Find Client or Find Institution Tools.