

## UWITS Basic Overview

**Navigation Panel** can be used to navigate to different areas of the system.

**Logout** should be used when exiting UWITS. Do not close the window.

Logged in user and context appear in header.

**Notices** will appear on users HOME page relative to rights and access.

**Announcements** from user's agency or system wide.

**Schedule** for user or multiple users depending on rights.

### Client List:

**Client Search:** Queries existing clients in user's Agency. Use CLEAR to remove search criteria.

**Client List:** Clients meeting search parameters are accessible here.

**Clients with Consents:** Consented clients can be viewed (if user rights have been given) and linked to a client within the agency list.

### Episode List

**Episode list:** Contains all episodes for a client in your agency.

If no episode exists, create one using the **Start New Episode**. This will take you to the **Intake** screen.

Only one episode can be "OPEN ACTIVE" per client.