

OPTIMA FOR DUMMIES

Step 1:

- Click on <https://fl-11th.evintosolutions.com/>

Step 2:

- User name: **firstname.lastname (all lowercase)**
- Password: **MM/DD/YYYY (your birthday, slashes included)**

Step 3:

- As soon as you log in, you will see the name(s) and case number(s) of your case(s).
- **Click on the case number.**
- Scroll all the way down to "**CONTACT LOGS.**"
- Click on "**ADD**"

Step 4:

- Fill out as much information as you can. (**TIME** needs to be in whole number of quarter-hour increments, .25, .5, 2, etc.; **Mileage** is optional, but you will be able to print a mileage report at the end of the year.)
- If you are noting a visit to your child(ren), click the child's name(s) on the upper right-hand side of the screen.
- If you made contact with someone else whose name is not on the list, you can add their name(s).
- **In the area that says NOTES,** type in your visit/contact information, along with all the details.
- Click on **CREATE** when you are done; this will save your input.
- Note: On the right -hand side of the screen, **STATUS** will say **PENDING** until your supervisor reviews your input. Once it has been reviewed, it will say **APPROVED.**

Step 5 (Optional) UPLOADING A DOCUMENT:

- If you would like to upload students grades or an IEP, mental health reports, etc., click on **DOCUMENTS** tab (located to the right of CONTACT LOGS).
- Click on **ADD.**
- Use the drop-down menu to select the **DOCUMENT TYPE** you will be uploading.
- Insert the **Document Date.**
- Click **BROWSE**; find the document file on your computer; click **Open**; click **SAVE.**