



Decision Analytics & Information Management (DA&IM)

Adding a Contact to a Service

What is a Contact?

A contact is someone who will be the main person over all communication and management over that specific service being offered. Different contacts for different services can help to keep things organized in your school.

Where to go?

You may access the Services section by first

- 1) logging into Clarity
- 2) hovering over the **data** tab and clicking on **Intervention** in the drop-down menu.
- 3) Once the page loads, click on the **Services** tab.

Intervention Shelby County School District ▾

[Intervention Plans](#) [Services](#)

4) Then choose which service you would like to add a contact too. You click on the arrow to the right of the service that you have chosen.

Services [New Service](#)

Total Services: 69

SERVICE NAME ▾	INTERVENTIONS		OWNING ORGANIZATION	SCHOOLS
A Verbal Warning	♥ 0 Open	✓ 0 Closed	Sheffield High	0 >
A1 Verbal Warning & Call Parent	♥ 0 Open	✓ 0 Closed	Sheffield High	0 >

5) This screen displays some general information about that service. You then click on the **edit** button.

Basic Information [Edit](#)

SERVICE NAME A Verbal Warning	SERVICE TYPE Internal Service
CATEGORY None specified	OWNING ORGANIZATION Sheffield High
CONTACTS	



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6) Step 1 will pop up. You don't have to do anything here, you can simply just click the **next** button.

1 Basic Information Next

SERVICE NAME
A Verbal Warning

SERVICE TYPE
Internal Service

7) Step 2 is where you choose the team member who will be the contact for this service. You enter their name and all their contact information and click the **next** button at the top right.

2 Contacts Next

Contacts

CLARITY TEAM MEMBERS
You may designate both Clarity team members and non-Clarity team members as contacts for this service.

NON-CLARITY TEAM MEMBER Remove Contact

TITLE/ROLE EMAIL PHONE

[+ Add Additional Contact](#)

8) Step 3 is where you add any additional information for that service. Once you're finished, you click the **save** button at the top right and the new contact is now added for that service.

3 Additional Information Save

ADDITIONAL INFORMATION