How to Add a Condition or Restriction to a Contact Record

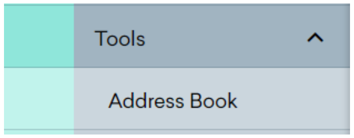
If a person has a condition or a restriction that users need to be made aware of, this can be attached to their Contact record. A red flag will then appear next to the person wherever they appear on the system. This can be helpful if a person has medical or other needs that require additional attention from staff.

To add a condition or restriction to a contact record:

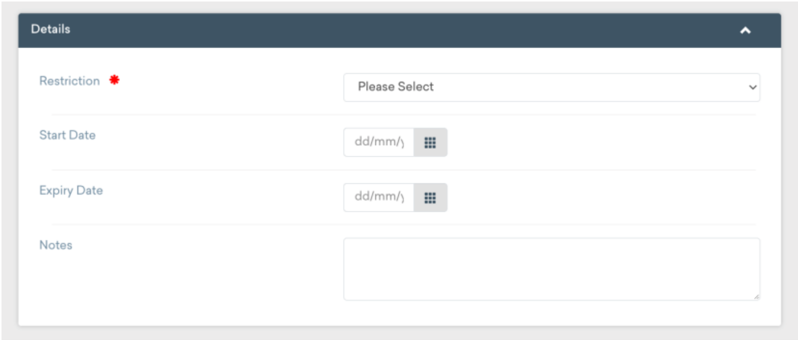
- Hover over **Contacts** and select the **Participants** database 

- Search for the record using the **Search** box 

- Click on the **Eye** icon to the right of the record 

- Click on the **Tools** tab 

- Select **Conditions** or **Restrictions** from the sections on the left-hand side



- Click on the **Plus**  icon

- Complete the form* and click **Save**

* Conditions and Restrictions must first have been created in the Administration section of your account. Please see the **How to Create Conditions** and **How to Create Restrictions** guides available at https://www.substance.net/administration-support/