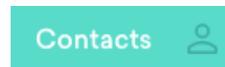


How to Add a Condition or Restriction to a Contact Record

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

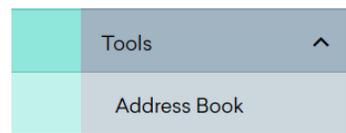


- Search for the record using the **Search** box

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

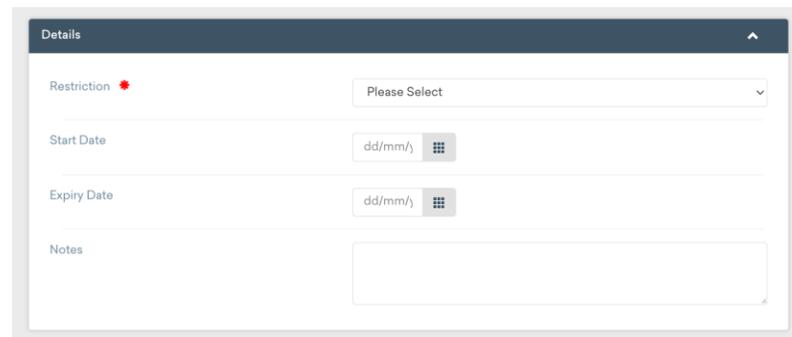


- Click on the **Tools** tab



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

- Click on the **Plus**  icon



The screenshot shows a 'Details' form with the following fields:

- Restriction**: A dropdown menu with a red asterisk icon and the text 'Please Select'.
- Start Date**: A date input field with the format 'dd/mm/y' and a calendar icon.
- Expiry Date**: A date input field with the format 'dd/mm/y' and a calendar icon.
- Notes**: A text area for entering additional information.



- 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/>