Introducing Optima Go!

Starting March 6, 2017

If you get assigned to cases, please read:

Optima Go is a new, more mobile-friendly look for selected Optima functionality. It is designed for those "on the go" activities that volunteers, supervisors and staff attorneys need most:
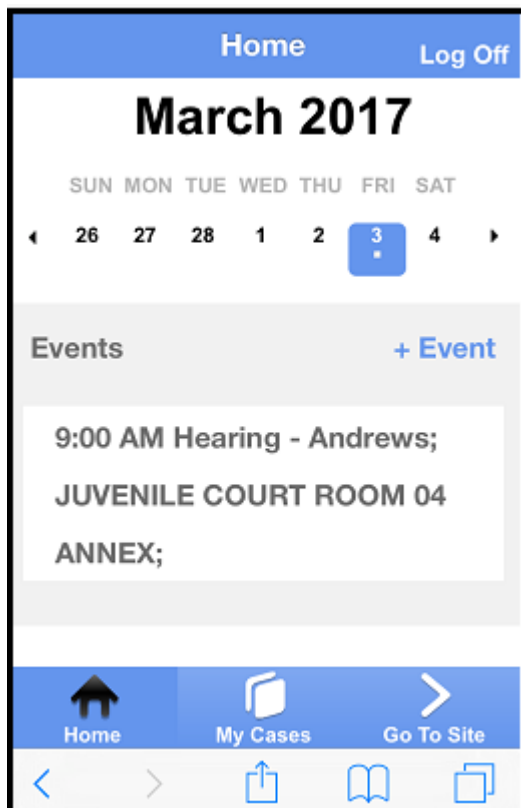
- Calendar Events – add/view/edit
- Contact Logs – add/view
- Documents - view
- Hearings - add/view/edit Hearings

Who can use Optima Go?
Anyone who is assigned to a case AND accesses Optima from a mobile device (phone or tablet). If this does not apply to you, you won't notice any change to Optima.

How does it work?
1. Go to Optima the same way you always do.
2. If you are on a mobile device, Optima will present a secure, more mobile-friendly login page.
3. You can choose to login to "Go" or tap "Go to Desktop Site" to login to the standard Optima. When you login to "Go" you will see:

Calendar:
Events - Dates with scheduled events from your Optima calendar have a dot on them.
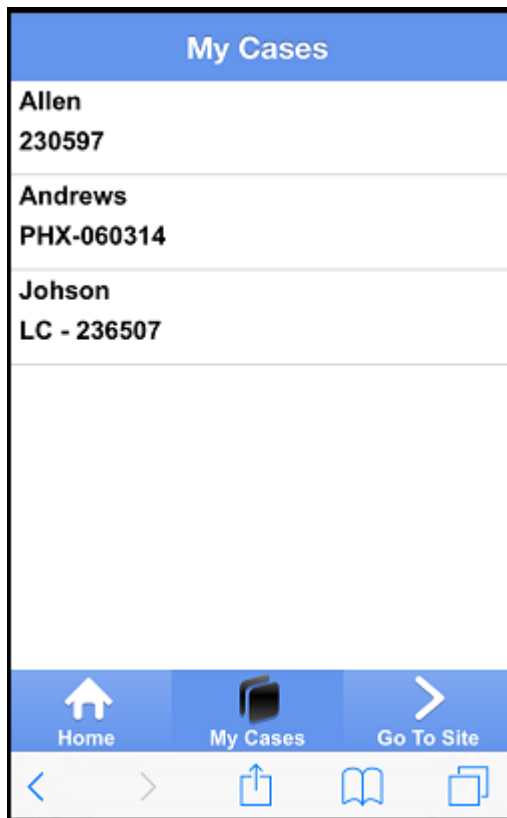Tap the date to see the event display, then tap the event to View/Edit it.

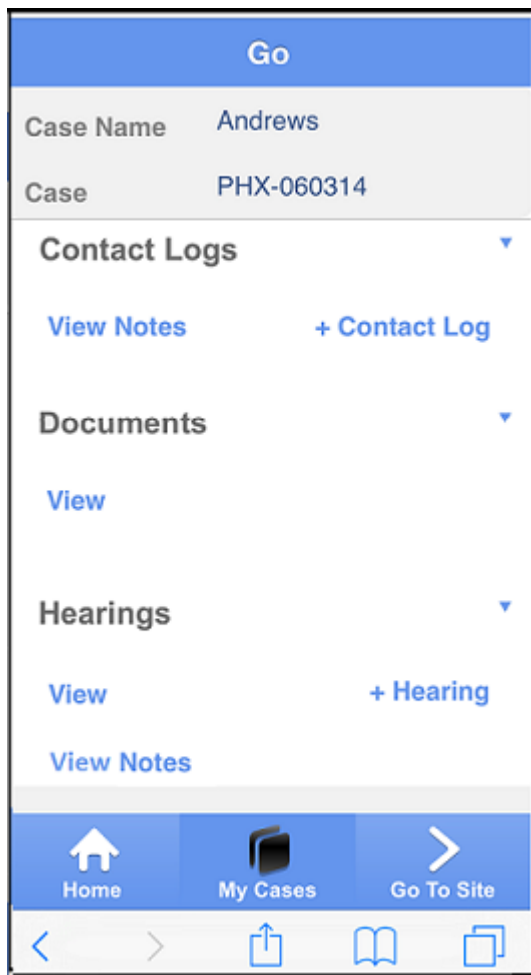Add Event – tap to add a new calendar event.

Navigation:
Home – takes you to the Home page.

My Cases – takes you to your Case list.

Go to Site – takes you to the standard Optima whenever you need to do more than "Go".

My Cases

Allen
230597

Andrews
PHX-060314

Johson
LC - 236507

Home   My Cases   Go To Site

Tap a case to select it and "Go".

Go

Case Name	Andrews
Case	PHX-060314

Contact Logs ▼

View Notes   + Contact Log

Documents ▼

View

Hearings ▼

View   + Hearing

View Notes

Home   My Cases   Go To Site

Contact Logs:
View Notes – tap to view Approved contact log notes.

Add Contact Log – tap to enter a new contact log.

Documents:
View – tap to see the list of case documents and select one to view.

Hearings:
View – tap to see the list of case hearings and select one to view or edit*.

View Notes – tap to see notes from all hearings. This is new functionality, not in standard Optima.

Add Hearing – tap to add a new hearing*.

*This will only display if your organization has this option turned-on in the standard Optima.