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How Do I...?	Selections	Tips & Guidelines
<p>Create an <b>NYTD Footnote</b> from the Desktop</p>	<ul style="list-style-type: none"> <li>▪ From the Desktop, click Utilities &gt; AFCARS/NYTD Footnotes &gt; <b>NYTD</b> Footnotes.</li> <li>▪ Click <b>Insert</b>.</li> <li>▪ Select the appropriate <b>Note Type</b>.</li> <li>▪ Enter an <b>Effective Date</b></li> <li>▪ Enter an <b>End Date</b>, if appropriate at this time.</li> <li>▪ Enter a <b>Note</b>.</li> <li>▪ Click <b>Save</b>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>After navigating to the NYTD Footnotes page from the Utilities menu, the page will prefill all the existing footnotes. If no footnotes exist in FSFN, this page will not pre-fill any footnotes. They will display in reverse chronological order with the most recent footnote displaying on top.</i></li> <li>▪ <i>When an NYTD Footnote is created that has an Effective Date and no End Date, upon save, all fields on the NYTD Footnote page become disabled, excluding the End Date field which remains enabled. When an End Date has not been entered on an NYTD Footnote, that footnote will continue to display on the NYTD files until an End Date is entered. Once a date is entered in the End Date field, and the page is saved, the End Date field will then become disabled, the entire NYTD Footnote will be read only, and the NYTD Footnote will no longer display on the NYTD files.</i></li> </ul>
<p>Create an <b>AFCARS Footnote</b> from the Desktop</p>	<ul style="list-style-type: none"> <li>▪ From the Desktop, click Utilities &gt; AFCARS/NYTD Footnotes &gt; <b>AFCARS</b> Footnotes.</li> <li>▪ Click <b>Insert</b>.</li> <li>▪ Select the appropriate <b>File Reference</b> dropdown value.</li> <li>▪ Enter an <b>Effective Date</b>.</li> <li>▪ Enter a <b>Note</b> in the Note Field.</li> <li>▪ Enter an <b>End Date</b>, if appropriate at this time.</li> <li>▪ Enter a <b>Note</b>.</li> <li>▪ Click <b>Save</b>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Footnotes for AFCARS files must adhere to these rules:</i> <ul style="list-style-type: none"> <li>▪ 1. <i>File must be in ASCII format;</i></li> <li>▪ 2. <i>All lines must end with a carriage return/line feed;</i></li> <li>▪ 3. <i>AFCARS file will only allow spaces to be present in footnote text field for both Adoption and Foster Care AFCARS files;</i></li> <li>▪ 4. <i>The AFCARS footnotes can only be 253 total characters, this does not include the carriage return/line feed</i></li> </ul> </li> <li>▪ <i>Users are able to add a footnote by selecting the Insert button at the bottom of the page. The Insert button will insert a row into the AFCARS Footnote page with the following fields; File Reference, Effective Date, End Date, Note and a Delete/Copy hyperlink. When an AFCARS Footnote is created that has an Effective Date and no End Date, upon save, all fields on the AFCARS Footnote page become disabled, excluding the End Date field which remains enabled. When an End Date has not been entered on an AFCARS Footnote, that footnote will continue to display on the AFCARS files until an End Date is entered. Once a date is entered in the End Date field, and the page</i></li> </ul>

		<p>is saved, the End Date field will then become disabled, the entire AFCARS Footnote will be read only, and the AFCARS Footnote will no longer display on the AFCARS files.</p>
Access an <b>NYTD Footnote</b> from the Desktop	<ul style="list-style-type: none"> <li>▪ From the Desktop, click Utilities &gt; AFCARS/NYTD Footnotes &gt; <b>NYTD</b> Footnotes</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>The NYTD Footnotes page allows for those with appropriate security rights to access the NYTD Footnotes page in order to document footnotes at the file and element level.</i></li> </ul>
Access an <b>AFCARS Footnote</b> from the Desktop	<ul style="list-style-type: none"> <li>▪ From the Desktop, click Utilities &gt; AFCARS/NYTD Footnotes &gt; <b>AFCARS</b> Footnotes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>This page is security controlled and only users whose profile has the footnotes security resource will be able to access this page.</i></li> </ul>
Copy an <b>NYTD Footnote</b>	<ul style="list-style-type: none"> <li>▪ From the Desktop, click Utilities &gt; AFCARS/NYTD Footnotes &gt; <b>NYTD</b> Footnotes</li> <li>▪ Click <b>copy</b> beside the appropriate NYTD Footnote</li> <li>▪ Make appropriate changes to the Footnote</li> <li>▪ Save</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Once the page is saved, the hyperlink will display Copy. When the Copy hyperlink is selected, a copy of the note from which the Copy hyperlink is selected will be inserted into the page and will be fully editable by the use</i></li> </ul>
Copy an <b>AFCARS Footnote</b>	<ul style="list-style-type: none"> <li>▪ From the Desktop, click Utilities &gt; AFCARS/NYTD Footnotes &gt; <b>AFCARS</b> Footnotes.</li> <li>▪ Click <b>copy</b> beside the appropriate AFCARS Footnote</li> <li>▪ Make <b>appropriate changes</b> to the Footnote</li> <li>▪ Click <b>Save</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Once the page is saved, the hyperlink will display Copy. When the Copy hyperlink is selected, a copy of the note from which the Copy hyperlink is selected will be inserted into the page and will be fully editable by the use</i></li> </ul>
Delete an <b>NYTD Footnote</b>	<ul style="list-style-type: none"> <li>▪ From the Desktop, click Utilities &gt; AFCARS/NYTD Footnotes &gt; <b>NYTD</b> Footnotes</li> <li>▪ Click the <b>Delete</b> Hyperlink</li> <li>▪ Click <b>Save</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>This hyperlink will display Delete when record is inserted and before the page is saved. If the user selects the Delete hyperlink, the user will receive the following message, 'This footnote will be deleted. Do you want to proceed?' &lt;Yes&gt; &lt;No&gt;. If the user selects &lt;Yes&gt;, the row will be deleted and the user will be returned to the footnotes page. If the user selects &lt;No&gt;, the user will be returned to the page.</i></li> </ul>
Delete an <b>AFCARS Footnote</b>	<ul style="list-style-type: none"> <li>▪ From the Desktop, click Utilities &gt; AFCARS/NYTD Footnotes &gt; <b>AFCARS</b> Footnotes.</li> <li>▪ Click the <b>Delete</b> Hyperlink</li> <li>▪ Click <b>Save</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>This hyperlink will display Delete when record is inserted and before the page is saved. If the user selects the Delete hyperlink, the user will receive the following message, 'This footnote will be deleted. Do you want to proceed?' &lt;Yes&gt; &lt;No&gt;. If the user selects &lt;Yes&gt;, the row will be deleted and the user will be returned to the footnotes page. If the user selects &lt;No&gt;, the user will be returned to the page.</i></li> </ul>