

**How do I...**

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How Do I...?	Selections	Tips & Guidelines
Search a Birth Certificate	<ul style="list-style-type: none"> <li>▪ From Desktop click the <b>Cases</b> expando.</li> <li>▪ Click the family's case name hyperlink.</li> <li>▪ Click the individual person's name hyperlink.</li> <li>▪ Click the <b>Additional</b> Tab.</li> <li>▪ Click the <b>Search</b> hyperlink.</li> <li>▪ Enter search criteria and click the <b>Search</b> button.</li> <li>▪ Select radio button that identifies individual as the correct person.</li> <li>▪ Click the <b>Search</b> hyperlink.</li> <li>▪ Click <b>Continue</b> button.</li> <li>▪ Click the <b>View</b> Birth Certificate hyperlink.</li> <li>▪ Click <b>Close</b>.</li> <li>▪ In the Birth Verification Obtained enter today's date.</li> <li>▪ Click <b>Save</b>.</li> </ul>	<p><i>This page organizes information into six tabs: Basic, Additional, AKA Names, Address, Relationship (view-only page), and Disability/AFCARS.</i></p> <p><i>The Additional Tab allows you to view, add, or change personal information for a person, and displays data regarding the child's birth mother, birth father, and/or legal guardian(s). This tab allows you to enter information specific to a child/person.</i></p> <p><i>The Search button executes a search for Birth Certificate Records matching the data entered in the Search Criteria fields.</i></p> <p><i>The Birth Certificate ID is stored on the Person Management Record once the Save button is selected on the Person Management Page.</i></p>
View a Photo	<ul style="list-style-type: none"> <li>▪ From Desktop click the <b>Cases</b> expando.</li> <li>▪ Click the family's case name hyperlink.</li> <li>▪ Click the individual person's name hyperlink.</li> <li>▪ Click the <b>Additional</b> Tab.</li> <li>▪ Click the <b>View</b> Current Photo hyperlink.</li> <li>▪ Click the Current Photo Details hyperlink.</li> <li>▪ Click Close.</li> <li>▪ Click the View Photo History hyperlink.</li> <li>▪ Click <b>Close</b>.</li> </ul>	<p><i>The Person Photo group box enables you to view the current photo, view details regarding the current photo, view a history of the photos, and upload a new photo to the system.</i></p> <p><i>The most recent photo will display.</i></p> <p><i>The Images Details Page will display.</i></p> <p><i>If there is history, the photos will display in chronological order, with the most recent photo being the first row at the top of the list. The view hyperlink allows the user to view the photo associated with the details on the row.</i></p>
Upload a Photo	<ul style="list-style-type: none"> <li>▪ From Desktop click the <b>Cases</b> expando.</li> <li>▪ Click the family's case name hyperlink.</li> <li>▪ Click the individual person's name hyperlink.</li> <li>▪ Click the <b>Additional</b> Tab.</li> <li>▪ Click Upload New Photo hyperlink.</li> <li>▪ In the Date Document Scanned field enter today's date.</li> <li>▪ From the Type dropdown list select <b>Person Photo</b>.</li> <li>▪ Click <b>Browse</b>.</li> </ul>	<p><i>There is a 200 character limit in this text field.</i></p>

How Do I...?	Selections	Tips & Guidelines
<p>Upload a Photo continued</p>	<ul style="list-style-type: none"> <li>▪ From the File Name field enter the location and name of the document.</li> <li>▪ Click <b>Open</b>.</li> <li>▪ In the Comments field enter appropriate information regarding photo.</li> <li>▪ Click <b>Upload</b> Photo.</li> <li>▪ Click <b>Save</b>.</li> <li>▪ Click <b>Close</b>.</li> <li>▪ Click <b>View</b> Current Photo hyperlink.</li> <li>▪ Click <b>Close</b>.</li> <li>▪ Click Current Photo Details hyperlink.</li> <li>▪ Click <b>Close</b>.</li> </ul>	