

How do I...

CREATE AN EDUCATION IMAGE2
VIEW AN EDUCATION IMAGE.....2

How Do I...?	Selections	Tips & Guidelines
<p>Create an Education Image</p>	<ul style="list-style-type: none"> ▪ From Desktop menu select Create>Case Work. ▪ From File Cabinet select Education from dropdown menu. ▪ From the list of cases select the correct family name from the group box. ▪ From the Case Participants group box select correct participant. ▪ Click Create. ▪ At the Image Details window enter today's date in the Date of Hearing, Document or Photo field. ▪ From the Type field select Attendance, Other or Report Card. ▪ Click Browse button to locate your file in the File Name field and select the file. ▪ Click Open button to download the file to FSFN. ▪ In the Comments field enter the information that pertains to the document you uploaded. ▪ Click Save. ▪ Click Close. ▪ From the Desktop click Refresh. 	<p><i>This window allows you to create work for a family that already exists in FSFN.</i></p> <p><i>The Participant Details group box is pre-filled with the name of the case selected from the Cases box on the Create Case Work window.</i></p> <p><i>The uploaded file is now loaded under File Cabinet and included in the case folder.</i></p> <p><i>FSFN updates the File Name filed with View hyperlink. The uploaded copy cannot be modified.</i></p> <p><i>Once your work is saved, FSFN updates the File Name field with View hyperlink.</i></p> <p><i>The Scanning Window closes and the Desktop displays.</i></p> <p><i>The name of the file is now pre-filled in the File Name field.</i></p> <p><i>This field will display additional information about the uploaded file. This will save the uploaded file and return to Case Outliner.</i></p>
<p>To View an Education Image</p>	<ul style="list-style-type: none"> ▪ From the Desktop click the Cases expando. ▪ Select the correct family Case Folder icon to display File Cabinet. ▪ Select the File Cabinet icon to display the hyperlink for the file created. ▪ Click the View hyperlink. ▪ Click Open in dialog window. ▪ View document. ▪ Click "X" to Close document. ▪ Click Close. 	