## Contents

## Overview

The Family Details function allows users to link together Clients who are part of the same family and who are registered in Rio.  This functionality is usually used by services who see Client's together in a family group.

## Accessing the Family Details Screen

The **Family Details** screen can be accessed via a link at the bottom of the Client's **Demographic Details** screen

- Click **Menu**

- Click **Quick Menu**

- Click **Demographic Details**

The **Search** screen will display

- Search for the Client

The **Demographic Details** screen will display

- Click the **Family Details** link (bottom of the screen)

The **Family** screen will display

## Adding a Family Member

- Click the **Add Member** button (bottom of the screen)

The **Search** screen will display

- Search for the Client (remember the Client must be registered in Rio to add them as a Family Member)

The **Add Family Member** screen will display

- **Relationship:**        Select as required
- **Parental Responsibility:** Select appropriate if required
- **Legal Status:**         Select appropriate if required

You may also see an additional two fields

- **Household Member?:**   ☑ tick to select if appropriate
- **Significant Individual?:**   ☑ tick to select if appropriate
- Click the **Add Member** button (bottom of the screen)

The Family Member has now been added



| | |
|---|---|
| DOB | 17 Dec 2017 |
| Address | Not Known, ZZ99 |
| Family Member | REAY, Agnes Kathy (Miss) - 2620837 |
| DOB | 10 Oct 1988 |
| Relationship | Aunt/Uncle |
| Parental Responsibility | Please Select |
| Legal Status | Please Select |
| Household Member? | ☐ |
| Significant Individual? | ☐ |