Adding a School



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Overview

The functionality in Rio which allows school information to be recorded, is **only** available in a child's record.

Adding a Child's First School

- Click the main Menu
- Select Quick Menu
- Click Demographic Details
- Search for your Client and Open the record

The **Demographic Details** screen displays

Click the <u>Schools</u> link (located at the bottom of the screen)

The Client School History screen will display

Click Add

The **School History Details** window displays

• **School**: Choose relevant school from the list

School From Date: Enter school entry Date

School To Date:

Leave blank

Reason for Change: Choose relevant reason from list e.g., New Entrant

Click Save





Adding a School



Changing a School

- Click the main Menu
- Select Quick Menu
- Click Demographic Details
- Search for the Client and Open the record

The **Demographic Details** screen displays

• Click the **Schools** link (located at the bottom of the screen)

The Client School History screen will display

Click Add button

The **School History Details** screen will display

School: Choose relevant school from the list

School From Date: Enter school entry Date

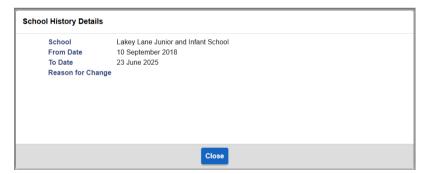
School To Date:

Leave blank

• Reason for Change: Choose relevant reason from list e.g., Moved Address

Click Save

The School To Date, on the old School entry, autocompletes with the New School's From Date



View the School Information

- Open the **Schools** link within the child's **Demographic Details**
- Click the <u>View</u> link to the right of the details for the school



