Family Details

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Overview

The Family Details function allows users to link together Clients who are part of the same family if they 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 if required
- **Legal Status:**   Select if required

You may also see an additional two fields, if the Client is a child

- **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