# 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

## Family Details



### **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)

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 v Legal Status Please Select Household Member? Significant Individual?

The Family Member has now been added