



## Contents

Accessing the Family Details Screen .....	1
Adding a Family Member.....	1

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)

The **Search** screen will display

- Search for the Client (remember the Client must be registered in Rio in 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

# Family Details



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

<b>DOB</b>	1 Jan 2013
<b>Address</b>	109 Stechford Road, Birmingham, West Midlands, B34 6AB
<b>Family Member</b>	WALKER, Ethan (Mr) - 1001027
<b>DOB</b>	18 Apr 1993
<b>Relationship</b>	Step Parent <input type="text"/>
<b>Parental Responsibility</b>	No <input type="text"/>
<b>Legal Status</b>	Please Select <input type="text"/>
<b>Household Member?</b>	<input checked="" type="checkbox"/>
<b>Significant Individual?</b>	<input checked="" type="checkbox"/>

**Add Member**