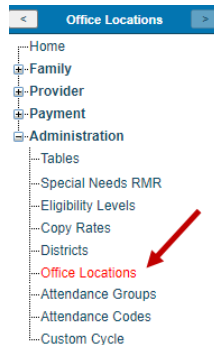


KinderTrack – Adding an Office Location

- A** Press **Office Locations** under **Administration**.



- B** Press **New**.



- C** Enter the **Effective Date** for the new location.

A screenshot of the 'Effective Date' field. It shows a text input field with a red asterisk, followed by two calendar icons. A red arrow points to the second calendar icon.

- D** Enter the new information in the available fields.
A **red asterisk (*)** indicates a required field.

A screenshot of the 'Office Location' form. The form has a header with 'Save', 'Cancel', and 'Help' buttons. Below the header is a 'Location' dropdown menu. The 'Effective Date' field is highlighted with a red asterisk. The form contains several other fields, some of which are also marked with red asterisks: *Name, *Status, *Address 1, *City, *State, *Zip Code, *County, Phone, Ext., Fax, Legal Aid Phone, Office Conf Phone, NOA Hearing Phone, NOA Legal Phone, Record Access Phone, and County Email.

- E** Press **Save**.



Note: If, upon clicking **Save**, the information needs to be completed or corrected, you will receive one or more pop-up messages/WPIs letting you know what needs to be changed to save the record.