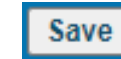


KinderTrack – Add a Family Record

A Press **Family** under **Family**.



D 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.

B Press **New**.



C Enter the Family's case information into the appropriate fields. A red asterisk (*) indicates a required field.

The form is titled 'Add a Family Record' and has a blue header bar with 'Save', 'Cancel', and 'Help' buttons. Below the header, there is a search bar with 'Search Results: << < > >> Remove No records selected' and a date picker for '*Effective Date:'. The main form area is divided into two columns. The left column contains fields for 'Family ID:', '*Family Name:', '*Address 1:', 'Address 2:', '*City:', '*State:', '*Zip Code:', '*County:', 'Different Mailing Address:', 'Flags:', 'Military Status:', and 'Language:'. The right column contains fields for 'Status:', '*Worker: Dominguez, Carina Select >>', 'Case Number:', 'Closed Reason:', '*Recertification Date:', 'Initial Eligibility Date:', 'Application Date:', 'Absence Start Date:', 'Phone:', '*Family Type:', 'Private Family:', 'Homeless:', 'Child Only Family:', and 'On Appeal:'. At the bottom, there is a 'Notes:' field.