

Release Notes

Release Date:	08/01/2016
Affected Application(s):	Georgia Commission on Family Violence Portal

Description: This project will provide a way for Family Violence Intervention Providers to login to the new Georgia Commission on Family Violence Portal to manage their provider information related to the Family Violence Intervention Program (FVIP).

Impacted Users: External users (GCFV Providers)

Instructions:

To go directly to the section that you need instructions for, please click on the link for the item that you would like to view from the list below:

[Registering and Creating a Password](#)

[Logging into the Georgia Commission on Family Violence Portal](#)

[Resetting Your Password](#)

[Entering the Identification Token](#)

[Viewing the Georgia Commission on Family Violence Home Page](#)

[Viewing Your Provider Info](#)

[Editing Provider Info](#)

[Viewing Contact Information](#)

[Adding a Contact](#)

[Editing a Contact](#)

[Deleting a Contact](#)

[Uploading Documents](#)

[Viewing Facilitators](#)

[Editing a Facilitator's Information](#)

[Viewing a Facilitator's Training Information](#)

[Viewing Victim Liaison Information](#)

[Adding a Victim Liaison](#)

[Editing Victim Liaison Information](#)

[Deleting a Victim Liaison](#)

[Viewing Locations](#)

[Viewing Classes](#)

[Viewing and Editing the Details for a Class](#)

[Deleting a Class](#)

[Adding a Class](#)

[Viewing Participants](#)

[Viewing and Editing the Details for a Participant](#)

[Deleting a Participant](#)

[Adding a Participant](#)

Registering and Creating a Password

A registration email will be sent to your email address so that you can create your password to access the application. When you receive the email, click on the “Register” button in the email to go to the “Create Password” screen.



Creating a Password

When you click on the link/ button from your registration email for the first time, the system will take you to the ‘Create Password’ page. To create your password, enter a password that meets the rules listed below:

The password must:

- Have a minimum of 8 characters

- Contain a Number
- Contain a special character
- Contain Uppercase Letter(s)
- Contain Lower Case Letter(s)

After you have entered your password, you will need to confirm your password and then click “Create Password”. Once you have completed this step, your password will be created for your registered email address. After your password has been created, you will be able to login to the application using your email address and password.

Create Password Screen

Georgia Commission of Family Violence

madhuchhanda.pradhan@dcs.ga.gov

Enter Password

Re-Enter Password

Create Password

You will need to enter your new password and then re-enter your password. Then click on the "Create Password" button to go to Home Page.

Once you have created your password for the first login, you will be logged into the Georgia Commission on Family Violence Portal.

Logging into the Georgia Commission on Family Violence Portal

After you have created your password and you have logged into the Georgia Commission on Family Violence Portal, if you need to login again, you will need to access the Georgia Commission on Family Violence Portal using the link below:

<https://portalapps.pap.state.ga.us/FamilyVio/>

After you have clicked the link, the system will display the Login Page. To login, enter the following:

- User Name: Your Registered Email Address
- Password: Your password

If you are not able to login using your password, you can click on the “Forgot Password” link.

Georgia Commission of Family Violence Login Page

Use the "Forgot Password" link to create a new password.

Use your registered email address and password to Login

Resetting your Password

Once you have clicked on “Forgot Password”, the system will display a message that an email has been sent to your registered email address regarding how to reset your password. Once you have received the email, click on the link in the email to reset your password.



Georgia Commission on Family Violence


Georgia Comission on Family Violence Web Portal Identification Code

Dear Pradhan Madhu,
Please Click on the link below to reset your password.
Please click on the button provided above.

[Reset Password.](#)

Click the "Reset Password" link to reset your password.

Once you click on the "Reset Password" link, a screen will be displayed where you can enter and confirm your new password. Once you have entered and confirmed your new password, click "Submit".



Georgia Commission of Family Violence

User Name: madhuchhanda.pradhan@dcs.ga.gov

New Password:

Acceptable Confirm New Password:

(Password must be at least 8 characters and have at least one upper letter, one lower letter, one digit and one special character.)

Submit

Enter and confirm your new password and then click "Submit"

After you have reset your password, you will be able to login.

Entering the Identification Token

After your initial login to the Georgia Commission on Family Violence Portal, you will need to enter an identification code after every 24 hour login period. This identification code will be sent to your registered email address. For example, if you login on Monday morning at 8 AM, you will enter an identification code that is sent to your registered email address. On Tuesday morning, if you try to login again, you will need to enter a new identification code that will be sent to your registered email address as well.

Georgia Commission of Family Violence Identification Code

Dear Lakeysha Sturdivant.

Here is the Identification Code you will need to help us recognize your computer.

Your Identification Code is: **fazKKpK5**

This code will expire soon so please enter it in the appropriate field online as soon as possible.

Please follow the instructions below if you are unsure about where to enter your Identification Code.

If you are currently on the page where you can enter your Identification Code, please enter it now.

If you are not currently on our site, then please follow these steps to access your account:

1. Go to our site as you normally do.
2. Enter your User ID and click continue.
3. Click the Forgot Password link.
4. Click on the Already Have Identification Code link.
5. Enter the Identification Code you received in this e-mail in the Identification Code field.
6. Enter the New Password in the New Password field.
7. Reenter the New Password in the Reenter New Password field.
8. Click submit.

You should be redirected to our Home Page.

Thank you for being a valued customer.

You will need to enter this identification code to login to the Georgia Commission on Family Violence Portal

Viewing the Georgia Commission on Family Violence Home Page

Once you have logged in, the system will display the Georgia Commission on Family Violence home page. The home page will display the links below:

Take Me To:

- My Info
- My Facilitators
- My Victim Liaisons
- My Locations
- My Classes
- My Participants

Georgia Commission on Family Violence Home Page

The screenshot shows the Georgia Commission on Family Violence Home Page. At the top left is the Georgia state seal and the text "Georgia Commission on Family Violence". At the top right, a yellow callout box points to the user name "SYED SIDDIQ" and the company name "The Road to Recovery, Inc". Below the header is the Georgia Commission on Family Violence logo and name. To the right of the logo is a "Take Me To..." menu with six links: "My Info", "My Facilitators", "My Victim Liaisons", "My Locations", "My Classes", and "My Participants". A second yellow callout box points to these links with the text "The links on the home page should be used to manage your information." At the bottom left, there is a copyright notice: "© Copyright Georgia Department of Community Supervision. All rights reserved."

******Please note: You can always click on the State Seal to go back to the home page.***

Viewing Your Provider Info

When you click on the “My Info” link, the system will display a screen that has three tabs. The tabs are:

- Provider Info
- Contact
- Documents

The Provider Info screen will show detailed information including your address, primary contact, primary email address and phone#.

The "My Info" screen has three Tabs: Provider Info, Contact and Documents

Primary Contact Info

Title:Mr	First Name:Epps	Middle Name:	Last Name:Charles	Suffix:Sr
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Provider Details

Provider Name: Full Spectrum Counseling Services	Owner:Carter Maureen	Certification Expiration Date:12/31/2016
Provider Type:GCFV	Mailing Address Line 1:549 Shannon Drive	Mailing Address Line 2:
City:Marietta	State: ga	Zipcode:30328
Primary Phone#:6784896017	Primary Email Address:repps@fullspectrumcs.com	Website:www.fullspectrumcs.com
Fax#:6784896017	Counties Served:	

To Edit the Provider Info, click the "Edit" button.

Click on "Continue" to go to the 'Contact' Page.

Editing Provider Info

To edit the provider info, click on the "Edit" button on the Provider Info tab. When the "Edit Provider Information" screen is displayed, you can edit the data and then click "Save" to save your changes. Please note that the required fields are marked with a red asterisk (*). If you don't want to save your changes, click "Close" to cancel your edits and return to the Provider Info tab.

Edit Provider Information

Edit Primary Contact Info

Title: Mr **First Name:** Epps

Last Name: Charles **Suffix:** Sr

Edit Provider Details

Provider Name: Full Spectrum Counseling Services **Owner:** Carter Maureen

Mailing Address1: 549 Shannon Drive **Mailing Address2:**

Mailing City: Marietta **State:** ga

Zip: 30328 **Main Email Address:*** repps@fullspectrumcs.com

Main Phone#: 6784896017 **Fax#:** 6784896017

Website: www.fullspectrumcs.com

Counties Served:

*Indicates required field

Click here to Cancel your edits and return to the Provider Info screen.

Click here to Save the data that you have edited.

Close Save

Viewing Contact Information

When you click on the “Contact” tab or when you click on the “Continue” button on the Provider Info page, the system will show you the Contact screen. This screen will show you a list of your contacts. You can sort the list by clicking the header of any column. You can also do the following on this page:

- Add a new contact

- Edit a contact
- Delete a contact

*****Please note: If you click on the "Previous" button, the "Provider Info" tab will be displayed and if you click on "Close", the Home Page will be displayed.**

Contact Tab

The screenshot shows the 'Contact' tab of the Georgia Commission on Family Violence web application. The user is logged in as MADHU, PRADHAN, Full Spectrum Counselor Services, with a last login time. The interface includes a search bar, a table of contacts, and navigation buttons. Annotations highlight key actions:

- Add Contact:** A green '+ Add Contact' button is annotated with 'Click here to Add a New Contact.'
- Sorting:** A yellow box points to the column headers with the text 'You can sort the list of contacts by clicking the header of any column'.
- Edit Contact:** A yellow box points to the edit icon (pencil) in the 'Action' column with the text 'Click here to Edit a Contact.'
- Delete Contact:** A yellow box points to the delete icon (trash) in the 'Action' column with the text 'Click here to Delete a Contact.'
- Navigation:** At the bottom, three buttons are annotated:
 - 'Close': 'Click here to close the Contact page'
 - 'Previous': 'Clicking the "Previous" button will take you to the Provider Info Page.'
 - 'Continue': 'Clicking the "Continue" button will take you to the Document Page.'

Last Name	First Name	Phone	Email	Action
Bear	Masha	3338769090	mashab@yahoo.com	[Edit] [Delete]
Potter	Harry	6789092345	harrypotter@gmail.com	[Edit] [Delete]
Roger	Minni	4567897878	minniroger@gmail.com	[Edit] [Delete]


Adding a Contact

When you click "Add Contact" on the "Contact" tab, the system will display the "Add Contact Information" screen. You can use this page to enter in the new contact's name, title, phone number, fax number, email address and any comments that you would like to add. Please note that the required fields are marked with a red asterisk (*).

The screenshot shows a web form titled "Add Contact Information" with a purple header bar. The form contains several input fields: "First Name:*", "Last Name:*", "Middle Name:", "Suffix:", "Title:", "Phone #:*", "Fax:", "Email :*", and a "Comment:" text area. At the bottom right of the form are two buttons: a red "Close" button with a white 'x' icon and a blue "Save" button with a white floppy disk icon. Two yellow callout boxes with black text and arrows point to these buttons. The first callout box points to the "Close" button and contains the text: "Click here to Cancel your edits and return to the Contact tab." The second callout box points to the "Save" button and contains the text: "Click here to Save the information that you have added."

Editing a Contact

To edit the contact info, click on the "Edit" button that is next to the contact in the list.

The Edit button looks like a pencil  .

When the "Edit Contact Information" screen is displayed, you can edit the data and then click "Submit" to save your changes. Please note that the required fields are marked with a red asterisk (*). If you don't want to save your changes, click "Close" to cancel your edits and return to the Contact tab.

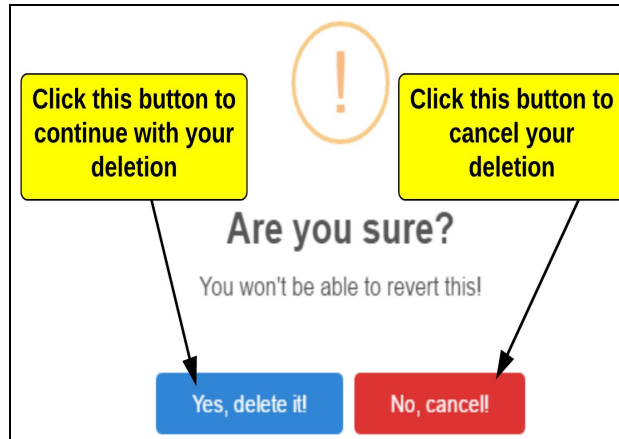
The screenshot shows a web form titled "Edit Contact Information" with a sub-header "Update contact Information". The form contains several input fields: "First Name" (Harry), "Last Name" (Potter), "Middle Name" (L), "Suffix" (Jr), "Title" (Manager), "Phone #" (6789092345), "Fax" (6789094532), and "Email" (harrypotter@gmail.com). There is also a "Comment" text area. At the bottom right, there are two buttons: "Close" and "Submit". Two yellow callout boxes with black text and arrows point to these buttons. The first callout box points to the "Submit" button and contains the text "Click here to Save the data that you have edited.". The second callout box points to the "Close" button and contains the text "Click here to Cancel your edits and return to the Contact tab".

Deleting a Contact

To delete a contact, click on the "Delete" button that is next to the contact in the list.

The Delete button looks like a trash can  .

When you click the Delete button, the system will display a message asking you if you are sure that you would like to delete the contact. If you would like to continue with the deletion, click the "Yes, delete it!" button. If you do not want to continue with the deletion, click the "No, cancel!" button.



Uploading Documents

When you click on the “Documents” tab or when you click on the “Continue” button on the Contact page, the system will show you the “Documents” screen. *****Please note: You will not be able to upload documents in this release of the Georgia Commission on Family Violence Portal.**

Viewing Facilitators

When you click on the “My Facilitators” link from the home page, the system will display the “My Facilitators” screen. This screen will show a list of all of your facilitators. You can sort the list by clicking the header of any column. You can also do the following on this page:

- View, Add or Edit a facilitator’s training
- Edit the facilitator’s information



Georgia Commission on Family Violence

My Facilitators

Show 10 entries

Search:

First Name	Last Name	Middle Name	Suffix	Undergraduate degree	Training/ CCR	Action
Ken	Derry			No	Training	Edit Delete
Smith	Mike			Yes	Training	Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next


Click here to view the training details of each facilitator, add new training, edit or delete training.

Click here to edit a facilitator

*****Please note: You will not be able to add a facilitator or delete a facilitator in this release of the Georgia Commission on Family Violence Portal.**

Editing a Facilitator's Information

To edit the facilitator's information, click on the "Edit" button that is next to the facilitator in the list.

The Edit button looks like a pencil .

When the "Edit Facilitator Information" screen is displayed, you can edit the data and then click "Save" to save your

changes. Please note that the required fields are marked with a red asterisk (*). If you don't want to save your changes, click "Close" to cancel your edits and return to the Facilitator's screen.

The screenshot shows a web form titled "Edit Facilitator Information" with a sub-header "Update Facilitator Information". The form contains the following fields and controls:

- First Name: Text input field containing "Ken".
- Last Name: Text input field containing "Derry".
- Middle Name: Text input field (empty).
- Suffix: Text input field (empty).
- Under Graduate Degree: Radio button group with options "Yes" and "No - 2 Yrs Experience".
- Buttons: A red "Close" button and a blue "Save" button.

Two yellow callout boxes with black text and arrows provide instructions:

- One callout box points to the "Save" button with the text: "Click here to Save the data that you have edited."
- Another callout box points to the "Close" button with the text: "Click here to Cancel your edits and return to the Facilitator's screen"

Viewing a Facilitator's Training Information

To view the facilitator's training information click on the "Training" button that is next to the facilitator in the list.

When the "Edit Training Information" screen is displayed, you can add training for the facilitator by entering the training data and then clicking "Save". The name of the facilitator and the facilitator's existing training will be displayed at the bottom of the screen.

Edit Training Information

Add Training Information

Course Name:	Training Hours:	Training Type:
<input type="text" value="Course Name"/>	<input type="text" value="--Select Training Hours--"/>	<input type="text" value="--Select Training Type--"/>
Course Desc:	Contact Person:	Contact Phone#:
<input type="text" value="Course Desc"/>	<input type="text" value="Contact Person"/>	<input type="text" value="Contact Phone#"/>
Completion Date:		
<input type="text" value="MM/DD/YYYY"/>		

You can enter the training information and then click save to save training for the facilitator

Close Save

Facilitator : Jackson, Bradshaw

The Facilitator's name and their existing training will be displayed at the bottom of the screen.

Show 10 entries

Search:

Course Name	Training Hours	Completion Date	Course Desc	Training Type	Contact Person	Contact Phone	Action
202course	80	01/16/1905	Desc1	Experiential	Sid1	4044027506	
2Course	80	01/28/1916	Desc1	Training	Sid1	4044027506	
Course55	40	10/01/1923	Desc1	Experiential	Sid1	4044027506	
Course99	80	01/09/1909	Desc1	Experiential	Sid1	4044027506	

Showing 1 to 4 of 4 entries

Previous 1 Next

Viewing Victim Liaison Information

When you click on the “My Victim Liaisons” link from the home page, the system will display the “My Victim Liaisons” screen. This screen will show a list of all of your victim liaisons. You can sort the list by clicking the header of any column. You can also do the following on this page:





- Add a Victim Liaison
- Edit the Victim Liaison’s information
- Delete a Victim Liaison

My Victim Liaisons

+ Add Victim Liaison

Show 10 entries

Search:

First Name	Last Name	Middle Name	Suffix	Title	Address Line1	Address Line2	City	State	Zip	Shelter	comments	Action
Francis	Iapor	J	Jr									 
John	Doe	J			270 Washington St		Atlanta	Ga	30303			 

Showing 1 to 2 of 2 entries

Previous1Next

Adding a Victim Liaison

When you click “Add Victim Liaison” on the “My Victim Liaisons” screen, the system will display the “Add Victim Liaison Information” screen. You can use this page to enter in the victim liaison’s name, title, shelter and address information. Please note that the required fields are marked with a red asterisk (*).

The screenshot shows a web form titled "Add Victim Liaison Information". The form contains the following fields:

- First Name:
- Last Name:
- Middle Name:
- Suffix:
- Title:
- Shelter:
- Email Address:
- Address1:
- Address2:
- City:
- State:
- Zip:

At the bottom right of the form are two buttons: "Close" (red) and "Submit" (blue). Two yellow callout boxes with black text and arrows point to these buttons:

- A callout box pointing to the "Close" button contains the text: "Click here to Cancel your edits and return to the Victim Liaison screen."
- A callout box pointing to the "Submit" button contains the text: "Click here to Save the information that you have added."

Editing Victim Liaison Information

To edit the victim liaison information, click on the “Edit” button that is next to the victim liaison in the list.

The Edit button looks like a pencil  .

When the “Edit Victim Liaison Information” screen is displayed, you can edit the data and then click “Submit” to save your changes. Please note that the required fields are marked with a red asterisk (*). If you don’t want to save your changes, click “Close” to cancel your edits and return to the Victim Liaison screen.

Edit Victim Liaison Information

Update Victim Liaison Information

First Name: John Last Name: Doe Middle Name: J

Suffix: Title: -- Please select one-- Shelter: -- Please select one--

Email Address: johndoe@gmail.com Address1: 270 Washington St Address2:

City: Atlanta State: Ga Zip: 30303


Click here to Save the data that you have edited.

Click here to Cancel your edits and return to the Victim Liaison screen

Close Submit

Deleting a Victim Liaison

To delete a victim liaison, click on the “Delete” button that is next to the victim liaison in the list.

The Delete button looks like a trash can .

When you click the Delete button, the system will display a message asking you if you are sure that you would like to delete the victim liaison. If you would like to continue with the deletion, click the “Yes, delete it!” button. If you do not want to continue with the deletion, click the “No, cancel!” button.



Viewing Locations

When you click on the "My Locations" link from the home page, the system will display the "My Locations" screen. This screen will show a list of all of your certified locations. You can sort the list by clicking the header of any column.

My Locations

Search:

Show entries

Street Address Line 1	Street Address Line 2	City	State	Zip Code	County	Judicial Circuit	Primary Facilitator	Victim Liason	Action
100 Preachtree rd		Atlanta	GA	CHATHAM COUNTY	30095	ALAPAHA CIRCUIT		Greer Bradley	

Showing 1 to 1 of 1 entries

Previous **1** Next

Click here to close the Locations page and go back to Home Page

Viewing Classes

When you click on the “My Classes” link on the home page, the system will display the “My Classes” screen. When the My Classes screen is displayed, you will first need to select the Location where the classes should be added.

Once you have selected a location, you will be able to do the following:

- Add a Class
- View the details for a class
- Delete an existing Class

The screenshot shows the 'My Classes' page for the Georgia Commission on Family Violence. The page header includes the organization's logo and name, and the user's name 'MACHU PRADHAN' with their role 'Full Spectrum Counseling Services' and last login '07/26/2016'. A 'Logout' link is also present. The main content area is titled 'My Classes' and features a 'Location' dropdown menu currently set to '100 Peachtree rd, Atlanta, GA'. A green '+ Add Class' button is on the left. Below the location is a table with two columns: 'ClassType' and 'Action'. The table lists two classes: 'Female Only' (10:00 AM to 12:00 PM, Mon, Tue) and 'LGBT:Female Only' (02:00 PM to 04:00 PM, Mon, Tue, Wed, Thu, Fri). Each class has a 'View' button (blue eye icon) and a 'Delete' button (red trash icon). A search bar is on the right. At the bottom, there is a 'Close' button and a pagination control showing 'Previous' and '1'. Yellow callout boxes provide instructions: 'Click here to Add a Class' points to the '+ Add Class' button; 'When the My Classes screen is displayed, you will need to select a location before you can view, add or edit classes' points to the 'Location' dropdown; 'To view the details for a class click the "View" button' points to the blue eye icon; 'To delete a class click the Delete button' points to the red trash icon; and 'Click here to close the Classes page and go back to Home Page' points to the 'Close' button.

Georgia Commission on Family Violence

MACHU PRADHAN
Full Spectrum Counseling Services
Last Login :07/26/2016
Logout

My Classes





Location: 100 Peachtree rd, Atlanta, GA

+ Add Class

Click here to Add a Class

When the My Classes screen is displayed, you will need to select a location before you can view, add or edit classes

Show 10 entries

ClassType	Start Time	End Time	Day(s) of the week	Action
Female Only	10:00 AM	12:00 PM	Mon, Tue	 
LGBT:Female Only	02:00 PM	04:00 PM	Mon, Tue, Wed, Thu, Fri	 

Showing 1 to 2 of 2 entries

Click here to close the Classes page and go back to Home Page

Close

Search:

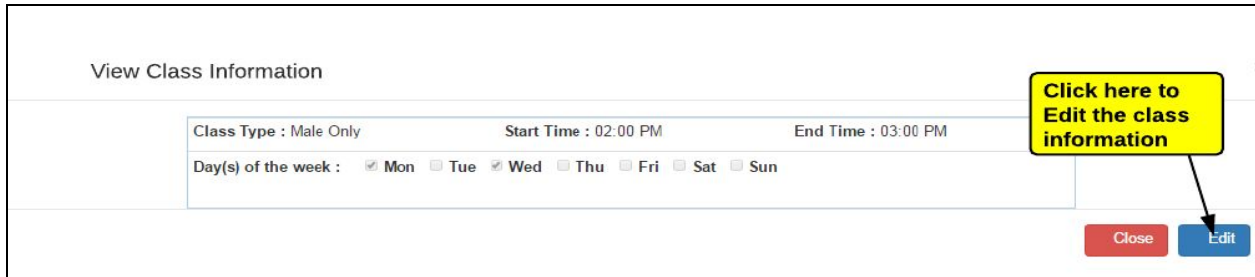
Previous 1

Viewing and Editing the Details for a Class

To view the details for a class, click on the “View” button that is next to the class in the list.

The View button looks like an eye  .

When the “View Class Information” screen is displayed, you can edit the data by clicking the “Edit” button.



View Class Information

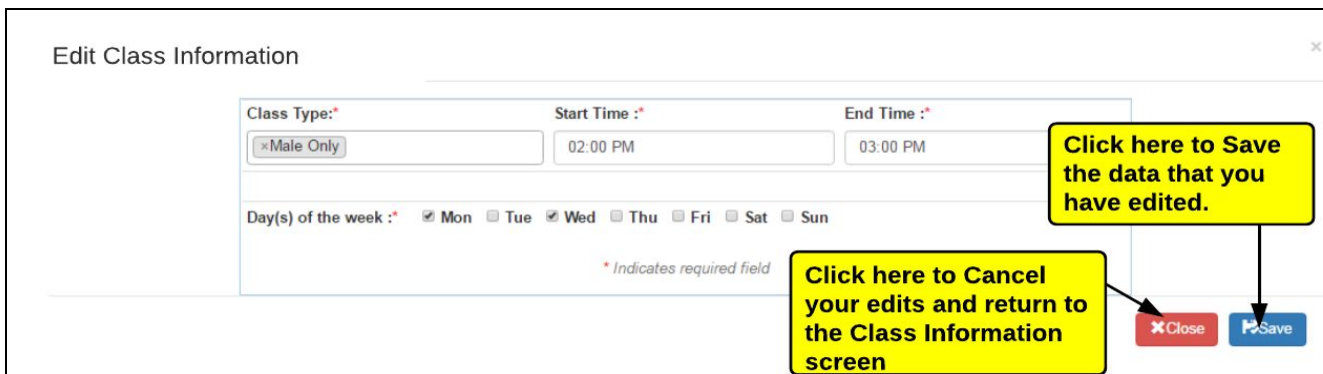
Class Type : Male Only Start Time : 02:00 PM End Time : 03:00 PM

Day(s) of the week : Mon Tue Wed Thu Fri Sat Sun

Close Edit

Click here to Edit the class information

When the “Edit Class Information” screen is displayed, you will be able to edit the class data and then click “Save” to save your changes. Please note that the required fields are marked with a red asterisk (*). If you don’t want to save your changes, click “Close” to cancel your edits and return to the Class Information screen.



Edit Class Information

Class Type:* Start Time:* End Time:*

Male Only 02:00 PM 03:00 PM

Day(s) of the week :* Mon Tue Wed Thu Fri Sat Sun

* Indicates required field

Close Save

Click here to Cancel your edits and return to the Class Information screen

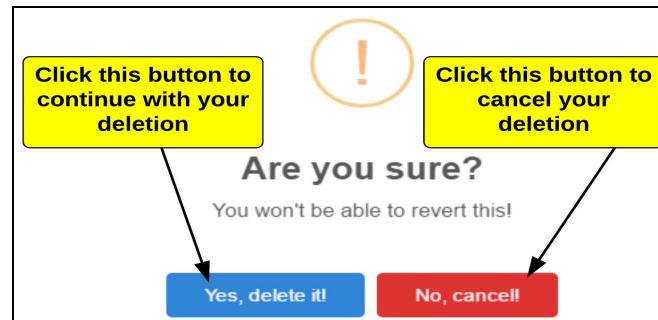
Click here to Save the data that you have edited.

Deleting a Class

To delete a class, click on the “Delete” button that is next to the class in the list on the My Classes screen.

The Delete button looks like a trash can  .

When you click the Delete button, the system will display a message asking you if you are sure that you would like to delete the class. If you would like to continue with the deletion, click the “Yes, delete it!” button. If you do not want to continue with the deletion, click the “No, cancel!” button.



Adding a Class

When you click “Add Class” on the “My Classes” screen, the system will display the “Add Class Information” screen. You can use this page to enter in the class information and then click “Save” to save your changes. Please note that the required fields are marked with a red asterisk (*). If you don’t want to save your changes, click “Close” to cancel your edits and return to the Class Information screen.

The screenshot shows a web form titled "Add Class Information" with a close button (X) in the top right corner. The form contains the following fields:

- Class Type** (required, marked with a red asterisk): A text input field.
- Start Time** (required, marked with a red asterisk): A time selection field with the format "HH:MM AM/PM".
- End Time** (required, marked with a red asterisk): A time selection field with the format "HH:MM AM/PM".
- Day(s) of the week** (required, marked with a red asterisk): A row of radio buttons for Mon, Tue, Wed, Thu, Fri, Sat, and Sun.

Below the form, there is a note: ** Indicates required field*. At the bottom right of the form, there are two buttons: a red "Close" button and a blue "Save" button. Two yellow callout boxes with black text and arrows point to these buttons:

- A callout box pointing to the "Close" button contains the text: "Click here to Cancel your edits and return to the My Classes Screen".
- A callout box pointing to the "Save" button contains the text: "Click here to Save the data that you have edited."

Viewing Participants

[Top](#)

When you click on the “My Participants” link on the home page, the system will display the “My Participants” screen. When the My Participants screen is displayed, you will first need to select the Location where the participants should be added.

Once you have selected a location, you will be able to do the following:

- Add a Participant
- View the details for a participant
- Delete a participant

Georgia Commission on Family Violence

MADHU, PRADHAN
Full Spectrum Counseling Services
Last Login :07/26/2016
Logout

My Participants





Location: 100 Peachtree rd, Atlanta, GA

Click here to Add a Participant

When the My Participants screen is displayed, you will need to select a location before you can view, add or edit participants.

Search:

Show 10 entries

First Name	Last Name	Middle Name	Suffix	Gender	Date of Birth	Referral Source	Date Ordered to FVIP	County of Referral	Start Dt	End Date	Action
John	Sam			Male	10/02/1982				07/25/2016		 
Marian	Mary			Female	05/15/1985				08/01/2016		 

Showing 1 to 2 of 2 entries

Click here to Close the Participants page and go back to Home Page

To view the details for a class click the "View" button

To delete a class click the Delete button

Close

1 Next

Viewing and Editing the Details for a Participant

To view the details for a participant, click on the "View" button that is next to the participant in the list.

The View button looks like an eye  .

When the "View Participant" screen is displayed, you can edit the data by clicking the "Edit" button.

View Participant Information

First Name: John	Last Name: Sam	Middle Name:
Suffix:	Gender: Male	Date of Birth:10/02/1982
Referral Source:	Date Ordered to FVIP:	County of Referral:
Start Date:07/25/2016	End Date:	End Reason:

Click here to edit the participant's information

Click here to Close the screen and go back to View Participants Page

Close Edit

When the “Edit Participant Information” screen is displayed, you will be able to edit the participant data and then click “Save” to save your changes. Please note that the required fields are marked with a red asterisk (*). If you don’t want to save your changes, click “Close” to cancel your edits and return to the Participant screen.


The screenshot shows a web form titled "Edit Participant Information" with a close button in the top right corner. The form contains several input fields:

First Name	Last Name	Middle Name
John	Sam	
Suffix:	Gender:	Date of Birth
	Male	10/02/1982
Referral Source:	Date Ordered to FVIP:	County of Referral:
	MM/DD/YYYY	
Start Date:	End Date:	End Reason:
07/25/2016	MM/DD/YYYY	

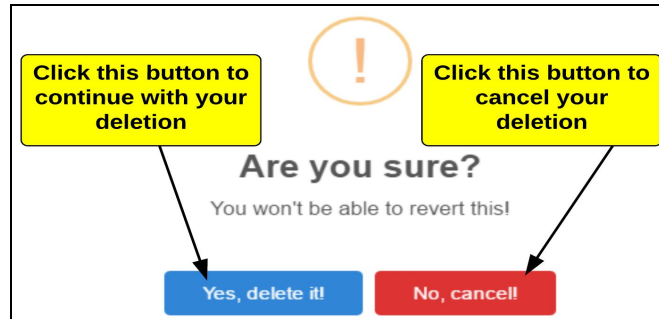
At the bottom right of the form are two buttons: a red "Close" button and a blue "Save" button. Two yellow callout boxes with black text and arrows point to these buttons. The first callout, pointing to the "Close" button, says "Click here to Cancel your edits and return to the Participant screen." The second callout, pointing to the "Save" button, says "Click here to Save the data that you have edited."

Deleting a Participant

To delete a participant, click on the “Delete” button that is next to the participant in the list on the My Participants screen.

The Delete button looks like a trash can  .

When you click the Delete button, the system will display a message asking you if you are sure that you would like to delete the participants. If you would like to continue with the deletion, click the “Yes, delete it!” button. If you do not want to continue with the deletion, click the “No, cancel!” button.



Adding a Participant

When you click "Add Participant" on the "My Participants" screen, the system will display the "Add Participant Information" screen. You can use this page to enter in the participant information and then click "Save" to save your changes. Please note that the required fields are marked with a red asterisk (*). If you don't want to save your changes, click "Close" to cancel your edits and return to the Participant screen.

The screenshot shows the "Add Participant Information" form with the following fields and callouts:

- First Name ***: Text input field.
- Last Name ***: Text input field.
- Middle Name :**: Text input field.
- Suffix:**: Text input field.
- Gender ***: Dropdown menu with "--Select Gender--".
- Date of Birth ***: Text input field with "MM/DD/YYYY" placeholder.
- Referral Source:**: Dropdown menu with "--Select Referral Source--".
- Date Ordered to FVIP:**: Text input field with "MM/DD/YYYY" placeholder.
- County of Referral:**: Dropdown menu with "--Select County--".
- Start Date ***: Text input field with "MM/DD/YYYY" placeholder.
- End Date:**: Text input field with "MM/DD/YYYY" placeholder.
- End Reason:**: Dropdown menu with "--Select End Reason--".

At the bottom, there is a legend: "* Indicates required field". Two yellow callout boxes with arrows point to the "Close" and "Save" buttons: "Click here to Cancel your edits and return to the Participants Screen" points to the "Close" button, and "Click here to Save the data that you have edited." points to the "Save" button.