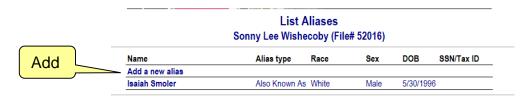# ADDING AN ALIAS:

Any time a person is known by more than one name, or has legally changed their name, an alias should be added so when we do a name search, we can find that person by whatever name they are currently using.

**FROM THE MENU**:  Person, Alias

### List Aliases
### Sonny Lee Wishecoby (File# 52016)

**Add**

| Name | Alias type | Race | Sex | DOB | SSN/Tax ID |
|---|---|---|---|---|---|
| Add a new alias | | | | | |
| Isaiah Smoler | Also Known As | White | Male | 5/30/1996 | |

**Add**

**FROM THE PERSON DETAIL SCREEN:**

- Aliases  Top                                                                                                          Add
Isaiah Smoler (Also Known As)

### Alias Detail
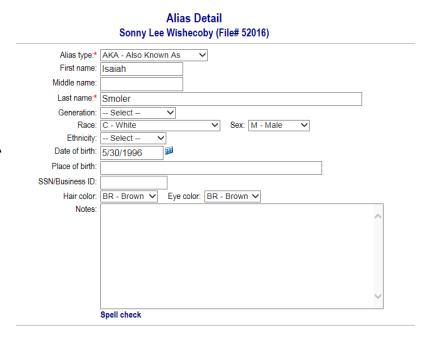### Sonny Lee Wishecoby (File# 52016)

- **Alias Type**:  Choose the appropriate alias type.
- **First, Middle, Last name**:  If you are adding a regular name, such as an AKA or Formerly Known As, enter the first name, middle name if applicable, and last name.

  If you are adding a nickname and it only has one word, such as Bubba, put it in the last name.

  The system will copy the identifying information from the original person.

- **Notes**:  Type notes if necessary.

Alias type:* AKA - Also Known As
First name: Isaiah
Middle name:
Last name:* Smoler
Generation: -- Select --
Race: C - White    Sex: M - Male
Ethnicity: -- Select --
Date of birth: 5/30/1996
Place of birth:
SSN/Business ID:
Hair color: BR - Brown    Eye color: BR - Brown
Notes:

**Spell check**

Click on the UPDATE button or press ALT+U to save your changes.

Aliases will show up as AKA on a name search.

| Name | File # | Race | Sex | DOB | SSN/Tax ID | AKA | Warrant | Mom/Agency (*=User) |
|------|--------|------|-----|-----|------------|-----|---------|---------------------|
| Add a new name    Add a new agency person | | | | | | | | |
| Nino, Rita | | Hispanic | Female | 3/31/1956 | 312-68-0634 | | | |
| Smith, Rita | | Hispanic | Female | 3/31/1956 | 312-68-0634 | Yes | | |
| Most recent names used | | | | | | | | |