

RELATIVES:

This is a list of relatives of this person.

FROM THE MENU: Person, Relatives:

List relatives
Jonta Antonio Powell (File# 202752)

<u>Name</u>	<u>File #</u>	<u>Age</u>	<u>Type</u>	<u>Lives with</u>	<u>Custody Status</u>	<u>Photo</u>
Add a new relative						
Leondra Haney-Davis		35	Mother	Yes	Legal	
	HOME	260-478-5765				
	HOME	2909 Larwill Court Fort Wayne, Indiana 46808 USA				
Johnny Ray Gonzalas - Deceased		0	Father	No		
Cierra Haney		15	Sister	Yes		
	HOME	260-478-5765				
	HOME	2909 Larwill Court Fort Wayne, Indiana 46808 USA				
Fredrika Haney		13	Sister	Yes		
	HOME	260-478-5765				
	HOME	2909 Larwill Court Fort Wayne, Indiana 46808 USA				
Kiara Haney-Powell		16	Sister	Yes		
	HOME	260-478-5765				
	HOME	2909 Larwill Court Fort Wayne, Indiana 46808 USA				

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Cancel Refresh Lookup Get from another

Add

Must keep lives with and custody status accurate!

Get From Another

From the PERSON DETAIL screen:

<u>Relatives</u> Top	<u>Name</u>	<u>Type</u>	<u>Address</u>	<u>Contact number</u>
	Lenessa Scruggs (Legal Custody)	Mother	Home Address: 1901 Tamera Gardens Avenue Fort Wayne, Indiana 46816 USA	CELL: (260) 602-6477 HOME: 260-447-0688 WORK: 260-422-5931
	Contrell Lockett - Deceased	Father	Add	Add
	Victorian McClendon	Half-sister	Home Address: 1901 Tamera Gardens Avenue Fort Wayne, Indiana 46816 USA	HOME: 260-447-0688
	Cordell Eugene Scruggs (195987)	Brother	Home Address: 1901 Tamera Gardens Avenue Fort Wayne, Indiana 46816 USA	ALT: 260-420-2955 CELL: (260) 602-6477 HOME: 260-447-0688 XMT: 485940A

Get From Another

Add

Get From Another:

The GET FROM ANOTHER button is extremely helpful if you are adding a sibling to the system for the first time. If you have added all the relatives in this case to one sibling and want to add them to a second sibling, instead of adding all the relatives individually, you can GET FROM ANOTHER and copy the relatives into this person.

Copy relatives Cierra Haney <small>Please note that asterisks (*) indicate required fields.</small>	
Person to copy from:*	<input type="button" value="Get person name"/>
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- Click GET PERSON NAME.
- Do a NAME SEARCH on the sibling that has relatives already listed.

Copy relatives Cierra Haney <small>Please note that asterisks (*) indicate required fields.</small>	
Person to copy from:*	Jonta Antonio Powell
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- Click UPDATE and the relatives will all be added to this case. You will need to make certain the the “lives with” and the “custody status” is the same, it may need to be changed.

To Add a Relative:

Relative detail Jonta Antonio Powell (File# 202752) <small>Please note that asterisks (*) indicate required fields.</small>	
Relative:*	<input type="button" value="Get relative name"/>
Relationship:*	<input type="text" value="- Select -"/>
Lives with:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Custody status:*	<input type="text" value="- Select -"/>
Place name at top of list:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/>	

- **Relative:** Click on GET RELATIVE NAME. Do a NAME SEARCH on the relative. If they are not found, you will need to add them. [How do I add a Person?](#) When you have added the person to Quest, click on CANCEL to return to this screen.
- **Relationship:** Select the relationship of this relative to the person listed above.
- **Lives with:** Does this relative live with the person? Yes or No
- **Custody status:** If the person is a child, and you are adding a parent, select the appropriate custody status choice. If you don't know, leave it on select.
- **Place name at top of list:** Yes or No
 - If the person is a child, they may have a lot of relatives listed. You should put the custodial parent's name at the top of the list so they are easier to find.

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

To Edit a Relative:

If custody or the living arrangements change from one relative to another, the relatives section needs to be updated.

List relatives						
Janece Deann Collins (File# 181951)						
ew messages.						
<u>Name</u>	<u>File #</u>	<u>Age</u>	<u>Type</u>	<u>Lives with</u>	<u>Custody Status</u>	
Add a new relative						
Jocelyn Collins		41	Mother	Yes	Legal	
	HOME	260-745-2810				
Brian Collins		42	Father	No	de facto	
	HOME	260-745-2810				
	HOME	425 W. Williams Street Fort Wayne, Indiana 46802 USA				

Relatives Top		Get from another Add	
Name	Type	Address	Contact number
Antoine Hughes (314099)	Alleged Father	Home Address: 2985 W. 47th Avenue Gary, Indiana 46408 USA	Add
Tendeka D. Smith (314096 - Legal Physical Custody)	Mother	Home Address: 717 Prestwick Square Drive Fort Wayne, Indiana 46816 USA	Add

Click on the TYPE of relative, such as [Mother](#).

Make the appropriate changes.

Relative detail
Ayinde' Dimani Smith (File# 314098)
Please note that asterisks (*) indicate required fields.

Relative: * [Tendeka D. Smith \(314096\)](#)

Relationship: *

Lives with: * Yes No

Custody status:

Place name at top of list: Yes No

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

To Remove a Relative:

Click on the TYPE of relative, such as Mother.

Click on the DELETE button or press ALT+D to delete the items selected. Click the DELETE button or press ALT+D again to delete the items selected. You always have to delete twice as a safety precaution.

You will delete their relationship, not the person.