SEPARATIONS

This area allows you to add and view people who must be kept separated for whatever reason.

FROM THE MENU: Detention, Separations

List Separations
Dora The Explorer (File# 23)
Current location: A Pod

Separation violation with Mary Ingalls

Name	File #	Age	Current location
Add a new separation			
Laura Ingalls	147	16	n/a
Mary Ingalls	2	13	A Pod

From the Facility Stay Detail:

- Separations Top				Add
Name	File #	Age	Current location	
Laura Ingalls	147	16	n/a	
Mary Ingalls	2	13	A Pod	

From the **Separation Detail** screen, click on the **Get separated from Name** button and do a name search on the other person.

Separation Detail
Dora The Explorer (File# 23)

Separate from:*   [Get separated from name]

Click the person's name to add them to this screen.

Click the **Update** button to save your work.

SEPARATION NOTICE:

If a person who is separated from another person is put into the same location as that first person, you will get a violation notice when you add the location.

In the following example, Dora and Laura are to be separated. If I add a facility stay for Laura and attempt to put her in A Pod, I get a violation notice.

Separation Violations can be displayed on the Detention List if they are in the same location.

A Separation Advisory can also be displayed on the detention list.

TO REMOVE A SEPARATION:

Click on the existing separation name of the person you wish to remove.

- Separations Top				Add
Name	**File #**	**Age**	**Current location**	
Laura Ingalls	147	16	E Dorm	
Mary Ingalls	2	13	C Pod	

Separation Detail

Laura Ingalls (File# 147)

Separate from: **Dora The Explorer**

✔ Update	✘ Cancel	⟳ Refresh	➕ New	🛡 Delete
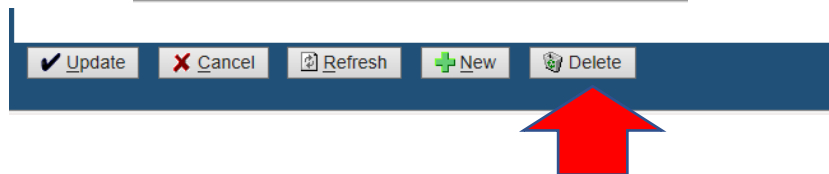
Once inside the **Separation Detail** screen, delete the separation.

Click the **Delete** button to delete. You must click the **Delete** button twice, as a safety precaution.