


VISITORS

This area allows you to add and view those relatives or other people authorized to visit a person. All relatives will be listed as possible visitors. You can also set up a rule that will add certain people assigned to the case as approved visitors, such as Attorneys, Probation Officers, etc.

FROM THE MENU: Detention, Visitors

List Visitors


Laura Ingalls (File# 147)

Name	File #	Age	Visitor Type	Relation	Authorized
Add a new visitor 					
Teena Bigbee		0	YSO	n/a	Yes
Isaac Callison		0	Attorney	n/a	Yes
Jon Cameron		0	Attorney	n/a	Yes
Caroline Ingalls	3	0	Relative	Mother	Yes
Charles Ingalls	4	0	Relative	Father	No
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Relatives

Select the relatives to add as a visitor and press "Update"

The following are relatives who are not already on the list of visitors above. This list is provided as a short-cut to using "Add a new visitor".

Relative	File #	Age	Relation
<input type="checkbox"/> Mary Ingalls 	2	13	Sister


To authorize relatives to visit:

If the relative is displayed on the List Visitor screen but has not been "authorized" to visit, simply click the box in front of their name to authorize them to visit.

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

To add a new visitor:

Visitor Detail
Laura Ingalls (File# 147)

Visitor:* 

Visitor type:* ▼

Authorized to visit: Yes No

Notes:

- **Visitor:** Click the **Get visitor name** button.
 - Do a [NAME SEARCH](#) on the person wishing to visit. If the person is not in the system you must add them. Click on their name to add them as a visitor.
- **Visitor type:** Select the appropriate type of person. Clergy, School, Counselor, Probation Officer, etc.
- **Authorized to visit:** this will default to yes. If at some point they are no longer authorized, you can click no.
- **Notes:** If there is something you want everyone to know about this visitor, type it in the notes section. It will display on the other screens.

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

To remove a visitor:

You can't delete a visitor, but you can change them to no longer be authorized to visit.

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

Name	File #	Age	Visitor Type	Relation	Authorized
Add a new visitor					
Teena Bigbee		0	YSO	n/a	Yes
Isaac Callison		0	Attorney	n/a	Yes
Jon Cameron		0	Attorney	n/a	Yes
Caroline Ingalls	3	0	Relative	Mother	Yes
Charles Ingalls	4	0	Relative	Father	Yes

Visitor Detail Laura Ingalls (File# 147)

Visitor: **Charles Ingalls**

Visitor type:* REL - Relative

Authorized to visit: Yes No

Notes: His parental rights were terminated

- **Authorized to visit** – click on the No option.
- **Notes** – You can put comments about why this person is not authorized to visit.

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