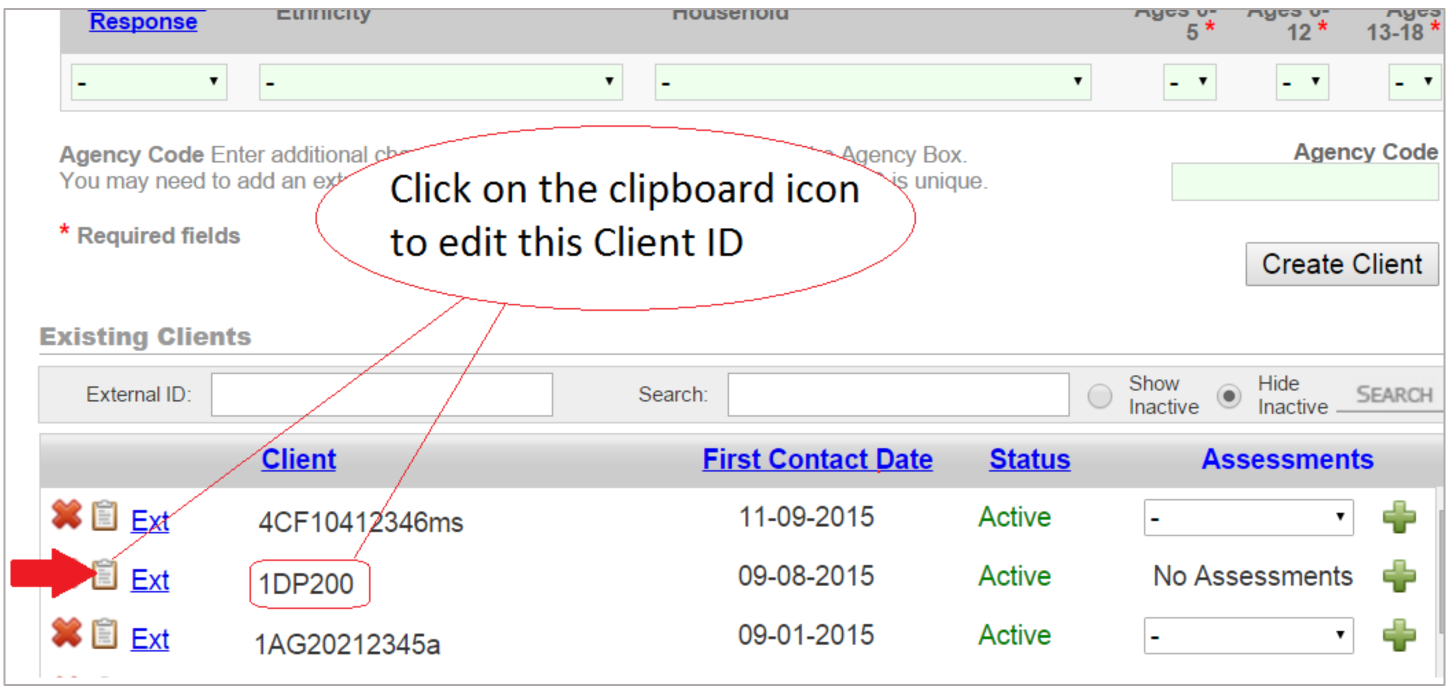
How to Edit the Client ID

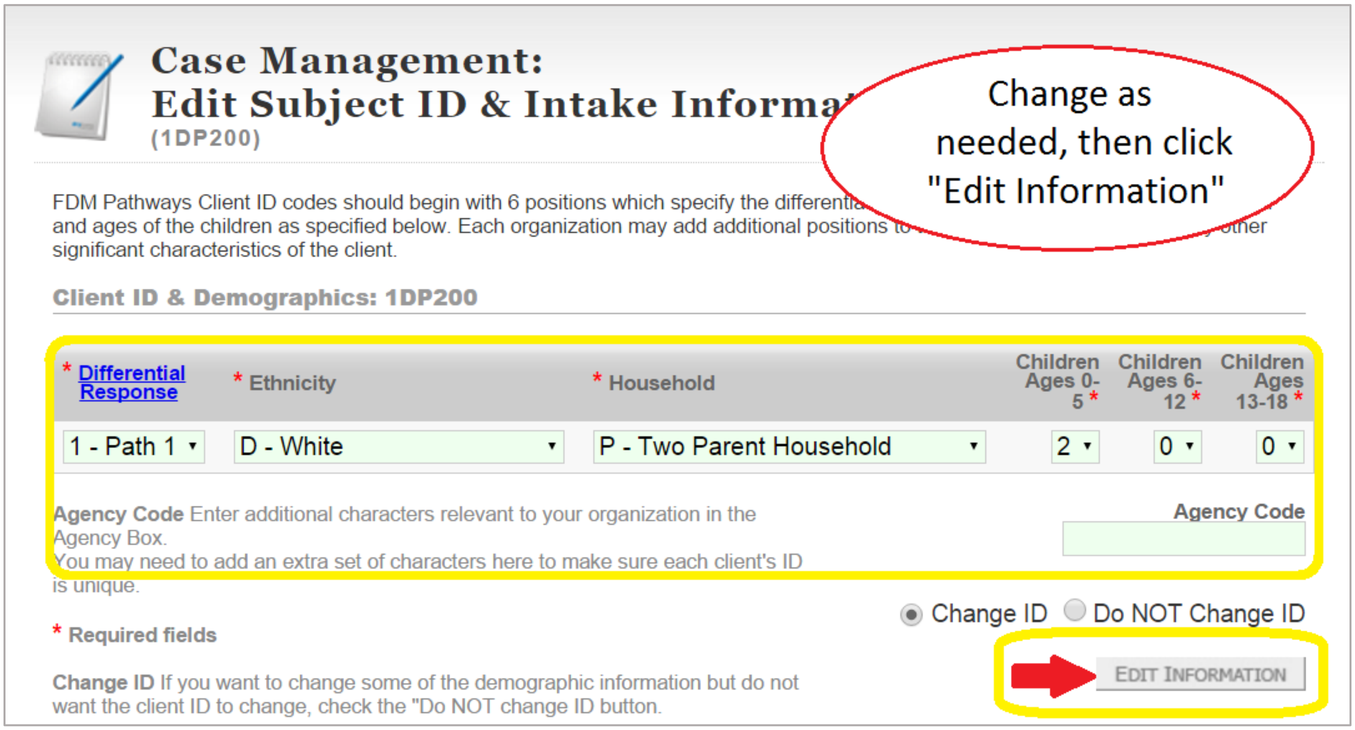
To edit the client ID of a family in the FDM database –

1. Log into the FDM database.
2. Go to the *Case Management* page.
3. Find the client ID that you want to edit. You can do this by scrolling down the page or else using the search function in your browser (Ctrl + F).
4. Click on the clipboard icon to the right of the Client ID.



5. You will land on a screen called *Edit Subject ID & Intake Information.* Make whatever changes you need to the family's demographics or the Agency ID. You can also add you worker code (i.e. initials) if you have not already done so.

6. When you are done, click the *Edit Information* button at the bottom of the screen.



7. After you click the *Edit Information* button, a confirmation will appear in red font at the top of the screen. “[Old Client ID] *was changed to* [New Client ID].”

8. Confirm that the correct changes were made, then click on the blue *Back to Case Management* hyperlink at the top of the screen.