

Knowledge Base Article

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Overview

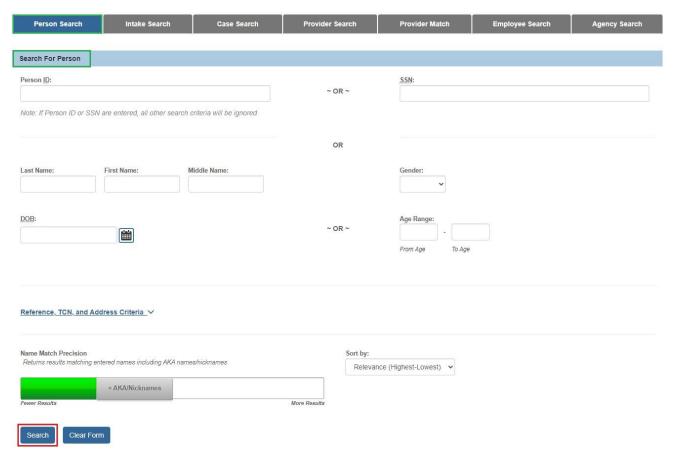
This Knowledge Base Article describes how to view Historical Addresses for Case Members within the Ohio SACWIS system.

Navigating to the Person Overview Screen

- 1. From the Ohio SACWIS **Home** screen, click the **Search** button.
- 2. Select **Person Search** from the dropdown menu.



The **Person Search Criteria** screen appears.





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- Enter the appropriate search criteria into the fields as needed OR enter the Person ID, if known.
- 4. Click the Search button.

The search results appear in the **Person Profile Search Results** grid at the bottom of the screen.



5. Click the **Edit** link in the appropriate row.

The **Person Overview** screen for the selected Person appears.



6. Click the **Profile** link on the side navigation menu.

The Basic Profile screen displays.



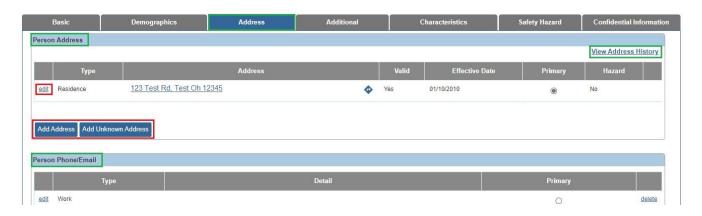
7. Click the Address tab.

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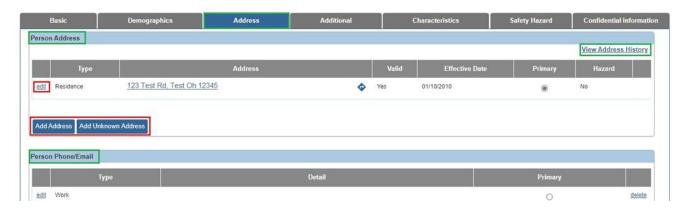
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The **Person Address** screen appears.

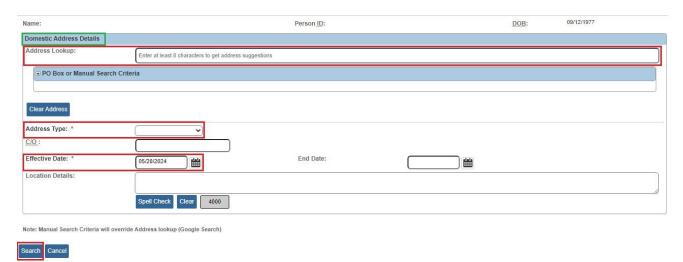


Adding and Editing Person Address

8. To Add a new address, click the **Add Address** button.



The **Domestic Address Details** screen appears.



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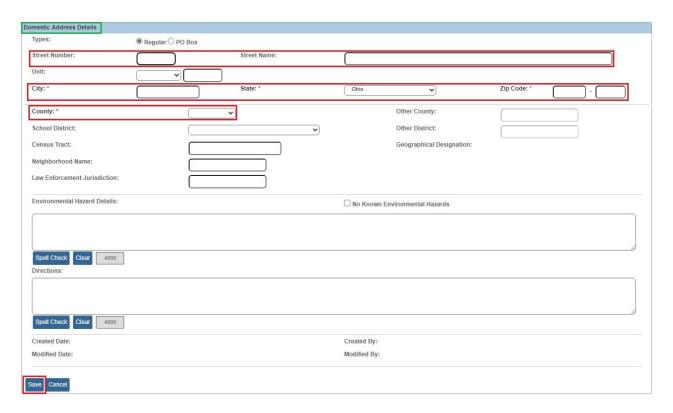
- Type in the current address in the Address Lookup bar.
- 10. Click the Search button.

The results appear in the **Address Search Results** grid at the bottom of the screen.

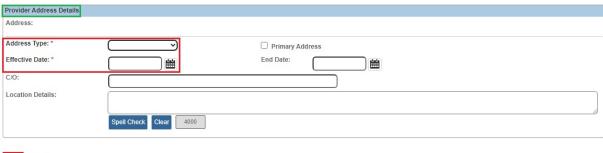


- 11. If the desired address was found, click the **Select** link in the appropriate row. Then skip to **Step 15** below.
- 12. If the desired address was not found, click the **Add New Address** button.

The **Address Details** screen appears when adding a new address.



- 13. Enter the address information as appropriate to create the new address and click the **Save** button at the bottom of the screen.
- 14. The **Domestic Address Details** screen appears.



OK Cancel

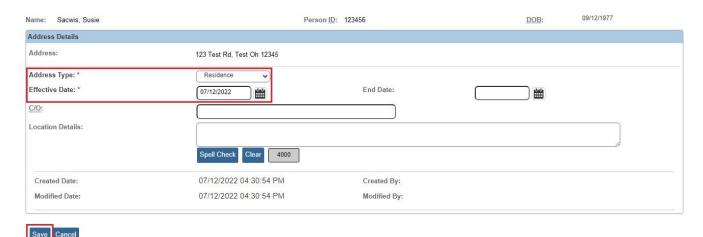
15. Enter the **Address Type**, **Effective Date**, and other appropriate information and click the **OK** button.

The **Person Address** screen appears displaying the address information.

16. To update or end date any existing address information, click the **Edit** link in the appropriate row.



The **Person Address Details** screen appears.

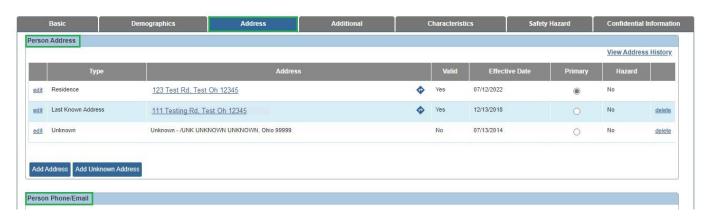


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17. Update the **Address Type**, **Effective Date**, and/or other information as appropriate and click the **Save** button.

The **Person Address** screen appears displaying the address information.

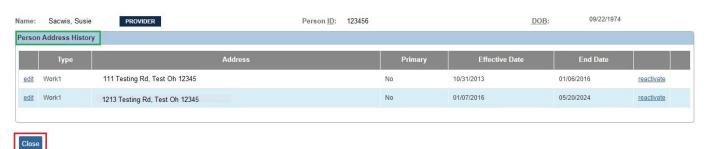


Viewing Address History

1. To view address history, click the View Address History link shown in green.



The **Person Address History** screen displays.



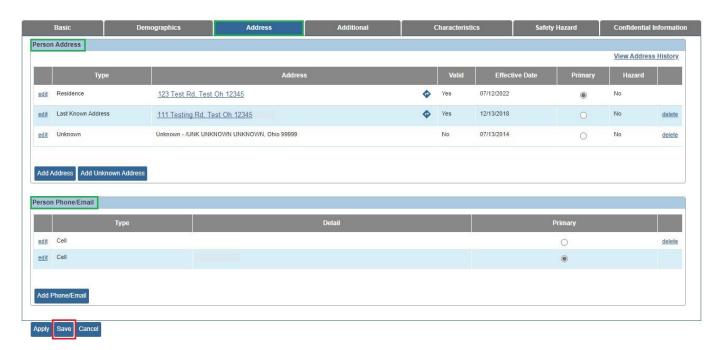
2. Click the Close button.

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The **Person Address** screen appears.



3. Click the **Save** button at the bottom of the screen.

If you have additional questions pertaining to this Deployment Communication, please contact the <u>Customer Care Center</u>.



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