Florida Safe Families Network

File Cabinet
User Guide

January 04, 2019

Change History

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05/30/2018		Peer Review per UHS Enhancements	Nicole Balanoff	Entire Document
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About FSFN User Guide

The Florida Safe Families Network (FSFN) User Guides helps you understand the steps to complete your work in the FSFN system. This user guide does not cover every system feature built into FSFN but describes the most commonly used functions to complete your day-to-day work in the FSFN application. This user guide, when used with Online Help and the How Do I Guides, helps you successfully use the FSFN system as a support tool in your important work of safeguarding the safety, permanence, and well-being of the children, families, and adults of Florida.

The Intended Audience

This user guide serves a wide audience of FSFN end users who include:

- Adult and Child Protective Investigators
- Financial Workers
- Hotline Criminal Investigation (CI) Unit
- Legal Workers

- Ongoing Case Managers
- Provider Management
- Security Officers/Administrators
- Supervisors
- Support and Data Entry Staff

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, read the following information. If you need to refer to additional User Guides, How Do I Guides, or other information, visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

- You must have a working understanding of Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.

- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.

- If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.

- Key tasks described in this guide start at the FSFN Desktop, Case Book, or Person Book, unless otherwise noted. If you are unfamiliar with how to navigate to these three (3) pages, see the User Guides for Multi-Topic Basics, Case Book, and Person Book.

- The **Search** page referred to within this user guide is the **Search** page with four (4) tabs: Person, Case, Provider/Organization, and Worker. This **Search** page is commonly called the Utility Search or Navigational Search. It is accessed primarily from the Desktop by clicking **Search** on the **Banner** or **Utilities** menu. Other search types can

be referred to as data retrieval searches. These searches use different search functionality than the Utility Search. For example, the **Person Search** page provides a method to search for a person and retrieve person data that pre-fills into the page in which you are working. The **Person Search** page is not to be confused with the **Search** page with the **Person** tab.

Related Resources

Visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us) for online access to additional resources that support FSFN system end users, including:

- FSFN Project Information
- Online Web-based Training (WBT)
- User Guides
- How Do I Guides (Job Aids)
- Topic Papers (System Functionality Design)
- Reference Data (Selection Values)

File Cabinet Overview

The File Cabinet functionality in Florida Safe Families Network (FSFN) supports the storage and categorization of case, participant and person/organization provider related digital documents or images. You can upload Microsoft Word documents, Microsoft Excel spreadsheets, and many of the common imaging file types such as, .pdf and .jpeg. If you have paper documents or pictures, you can scan them using standard scanning software and hardware, save the scanned image to a file, and upload the file.

You can use the Imaging page to categorize and upload the files. There are several ways you can access the Imaging page and upload files. If you are assigned to a case, you can upload a file from your FSFN Desktop or a Case Book. When uploading a file, you can select the case and the specific case participant relevant to the file. You can create a case note or meeting, even without an assignment, and attach images (files) to the specific case note or meeting. Additionally, you can upload a photo of a person (e.g., a child's photo) and attach it to the person's person management record. FSFN supports images in other work areas such as Adoptions, Missing Child Report, and Out of County Services.

You can access and view uploaded documents and images several ways, depending on how the files were uploaded, and your security access. For example, if you uploaded the files using the **Create Case Work** page, then those files are accessible from the File Cabinet associated with your assigned case within the Outliner on your Desktop. If the image was attached to a Case Note, then you can view the image through the Case Note page as well. The viewing of some images is controlled by your security profile. You cannot view files related to Medical/Mental Health information if your security profile does not include that privilege.

FSFN includes a search function whereby you can enter specific search criteria for the images you wish to locate. You can access the **File Cabinet Search** page from the Case Book or **Actions** hyperlink for cases. You can also use the **Provider File Cabinet** search to search for files uploaded to Person/Organization providers.

The sections within this user guide further explain the File Cabinet functionality in FSFN.

About the Imaging Page

You can use the **Imaging** page to categorize and upload files into the File Cabinet. The case and case participant(s) you selected that are relevant to the uploaded document or image display on the Imaging page in the **Participant Details** group box. FSFN captures the worker's name that created the **Imaging** page as well as the date and time the file was uploaded, which is the date and time the **Imaging** page was saved (created).

Note Additional information can display in the **Participant Details** group box. For example, the Case Note ID or the Meeting ID displays if the image is attached to a **Case Notes** or **Meeting** page.

Specific information about the uploaded file displays in the **Image Details** group box, including the date the document was scanned, the category and type, the file name and type, and your comments about the image. Depending on the image category and type, as well as your security profile, hyperlinks to view and delete the file can appear. The **View** hyperlink launches the appropriate display page according to the file type. For example, if the photo is saved as .bmp, a **Microsoft Internet Explorer** page displays the photo. If the file is a Microsoft Word document (.doc), then the document is opened in Microsoft Word.

Note If you select 'Other' as the image type, you are required to enter a description in the text field beside the **Image Type** field.

Hand Book   Print   Audit   Spell Check   Help

Participant Details

Case: IEHUDA Gabwmvi   **Participants**

Case id: 101492318

Worker: Robert C. Tlhhvorm

Date Uploaded:

Image Details

Date Document Scanned: 00/00/0000

Image Category:

Image Type:

File Name: Browse...

Comments:

Save   Close

Security Information

FSFN restricts your ability to create, modify, and view specific information through the security profile associated to the Login Profile you used to access FSFN. Specific security is applied across information. For example, if you do not have authorization to access restricted cases without an assignment, FSFN restricts your access.

Additionally, your ability to create, modify, and view information can apply to a page based on specific criteria unique to the page. For example, while you are able to view uploaded files for a case, you can only create the Imaging page from the **Create Case Work** page if you have an assignment to the case.

Specific security protocols for the **Imaging** page include the following:

- You must have an assignment to the case to create the **Imaging** page from the **Create Case Work** page.
- You can only upload an image from the **Case Notes** and **Meeting** pages if you are the user or supervisor of the user, who created the case note or meeting.
- If you have the correct security, you can delete the file from the Imaging page. The actual Imaging page cannot be deleted. You can delete the uploaded file, but the

Imaging page remains and indicates the file was deleted. FSFN also tracks when and who deleted the file.

- You must have security for Medical/Mental Health information to create or view an image with the Medical Record category.

Upload File Formats

FSFN accepts the following file formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.

The file name must be 50 characters or less, including the extension. The extension cannot be missing.

The file size is restricted to 25 MB.

Files can be selected from your local computer or network drive.

Special Uses of the Imaging Page

Adoption Exchange System

FSFN File Cabinet functionality supports some special uses of the **Imaging** page. As part of the Adoption Exchange System (AES), the Imaging page is used to manage photos used to recruit adoptive parents. The ability to upload and view these photos is included within the Adoption functionality. For more information on the AES and uploading photos, see the Adoption Information User Guide on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

Out of County Services

The Out of County Services request process is another special use of the **Imaging** page. A file can be uploaded as part of the request sent to the receiving county. For more information on the Out of County Services and uploading files, see the Out of County Services User Guide on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

Create (upload) an Image (file) to the File Cabinet

About Creating the Imaging Page

If you are assigned to the case, you can create an Imaging page (upload a file to the File Cabinet) that is associated to the case. When uploading a file, you can select one or more case participants who are relevant to the uploaded file.

You can create the Imaging page from the Create Case Work page, which is accessed from your Desktop or Case Book. You can also create the **Imaging** Page from specific pieces of work: Case Notes, Meetings, Child Investigation, Present Danger Assessment (PDA), Safety Plan, Legal Documentation, and Unified Home Study.

From the **Person Management** page on the **Additional** tab, you can upload a photo if you are assigned to the case, and the person is a case participant (active or inactive).

If you created a **Case Notes** or **Meeting** page, you can create an Imaging page that is attached to either page. You do not need to be assigned to the case to create a **Case Notes** or **Meeting** page. Additionally, if you are the supervisor of the user that created the **Case Notes** or **Meeting** page, you can also attach an image to the case note or meeting as well.

For more information on uploading images to person records, case notes, and meetings, see the Person Management, Notes, and Meetings User Guides on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

Note FSFN accepts the following file formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf. The file name must be 50 characters or less, including the extension. The extension cannot be missing. The file size is restricted to 25 MB.

Note You must have security to access Medical/Mental Health information to create or view an image with the Medical Record category.

Key Tasks

To create an Imaging page from the FSFN Desktop

1. On the FSFN Banner, click **Case Work**.
   OR
1. From the **Create** menu, click **Case Work**.
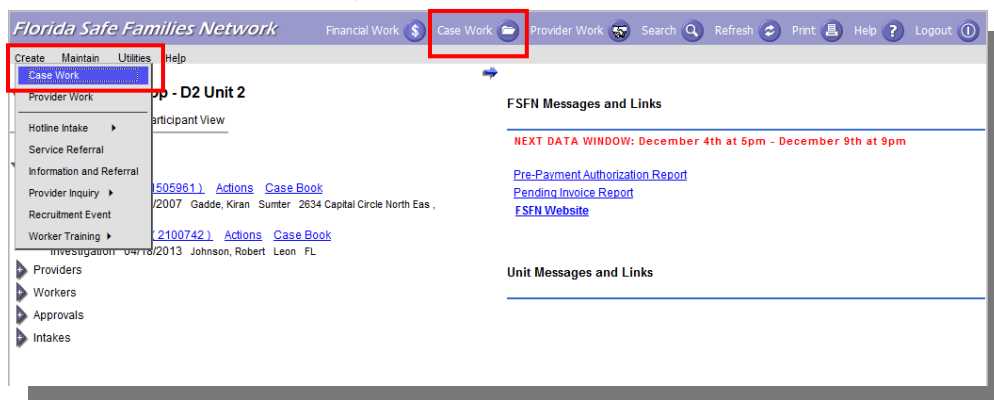
*The **Create Case Work** page displays.*

2. In the **Case Work Items** group box, select the appropriate image category from the **File Cabinet** drop down.
3. In the **Cases** group box, select the appropriate case.
4. In the **Case Participants** group box, select the appropriate participant(s), if applicable.

   Note   Select multiple participants by holding down the 'Ctrl' key.

5. Click **Create**.

*The **Imaging** page displays.*

> **Note**   In the **Participant Details** group box, the Case Name, Case ID, and the Participant Name(s) you selected on the **Create Case Work** page display. The name of the worker that created the **Imaging** page, you in this instance, displays. The Date Uploaded (creation date) displays after the **Imaging** page is successfully saved for the first time.

6. In the **Image Details** group box, enter the date the image was scanned in the **Date Document Scanned** field.
7. FSFN pre-fills the **Image Category** drop down from the **Create Case Work** page.
8. From the **Image Type** drop down, select the appropriate type.

> **Note**   The Image Category filters the Image Types.

9. Click **Browse**.

*The **Windows Explorer** page displays.*

10. Locate and select the image (file) to upload from your computer or network.

11. Click **Open**.

> **Note** FSFN displays a **Validation Error** dialog box if the file name is more than 50 characters, the file extension (format) is invalid or missing, or if the file size exceeds 25 MB.

12. The **Imaging** page displays again with the file path and name in the **File Name** field.

13. In the **Comments** field, enter a description of the uploaded image file (up to 500 characters).

14. Click **Save**.

15. Click **Close**.

> **Note** **Important**: Confirm the information and selected file are correct before saving. Once you save the **Imaging** page, you cannot edit the data. You can delete the file from the page, but not the actual Imaging page. See the *To delete an Imaging page* section in this user guide for more information on deleting the file.
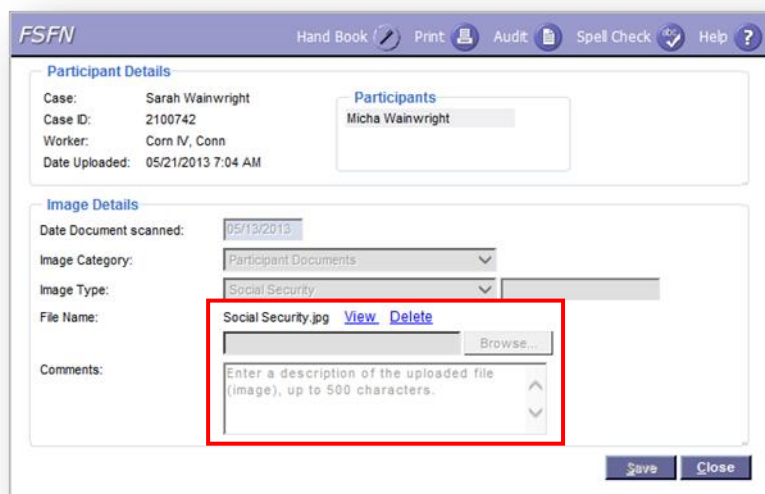
> **Note** FSFN sends an automated email to the primary worker assigned to the case when an **Imaging** page is saved. "An <Image Category – Type> was created in the Case <ID> on <MM/DD/YYYY HH:MM AM/PM>".

> **Note** If you are the primary worker, FSFN does not send you an email.

To create an Imaging page from the Case Book

1. Click the **Create Case Work** hyperlink.

   OR

1. In the **Participant Actions (Create Case Work) List Box**, click the **File Cabinet** hyperlink.
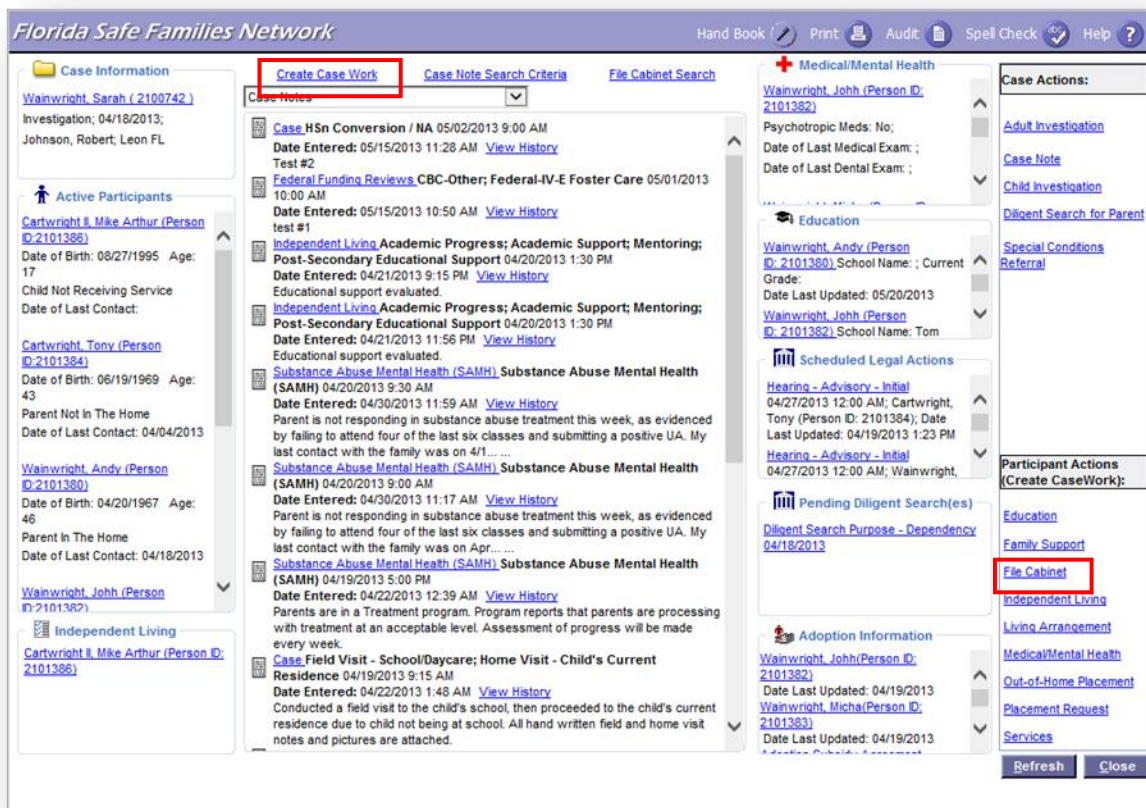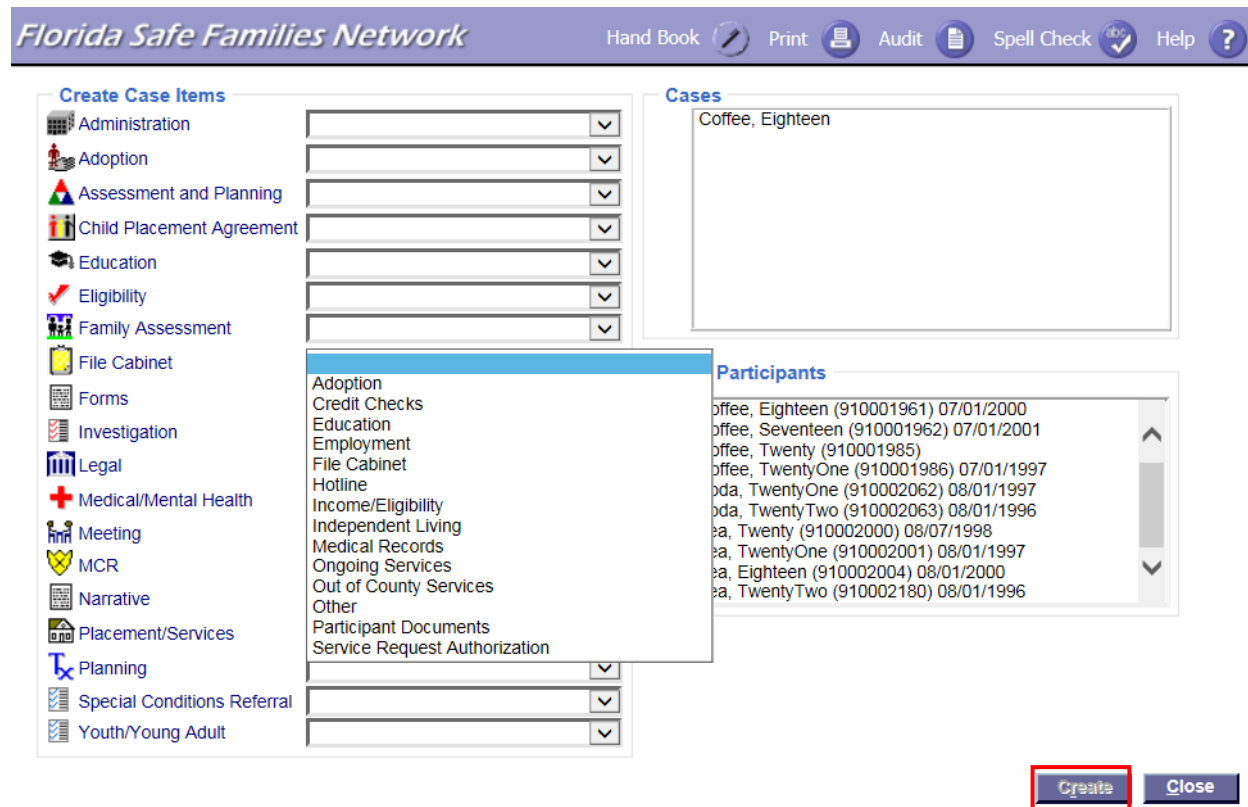

*The **Create Case Work** page displays.*

2. In the **Case Work Items** group box, select the appropriate image category from the **File Cabinet** drop down.

   > **Note**   If you clicked the **File Cabinet** hyperlink, FSFN pre-fills File Cabinet as the image category on the **Create Case Work** page.

3. The case from the **Case Book** is the only case displayed in the **Cases** group box.
4. In the **Case Participants** group box, select the appropriate participant(s), if applicable.
5. Click **Create**.

*The **Imaging** page displays.*

> **Note** In the **Participant Details** group box, the Case Name and Case ID display from Case Book. The Participant Name(s) you selected on the **Create Case Work** page display. The name of the worker who created the Imaging page, you in this instance, displays. The Date Uploaded (creation date) displays after the Imaging page is successfully saved for the first time.

6. In the **Image Details** group box, enter the date the image was scanned in the **Date Document Scanned** field.

   FSFN pre-fills the Image Category drop down from the Create Case Work page.

   > **Note** If you used the **File Cabinet** hyperlink from Case Book, you need to select the Image Category.

7. From the **Image Type** drop down, select the appropriate type.

   > **Note** The Image Category filters the Image Types.

8. Click **Browse**.
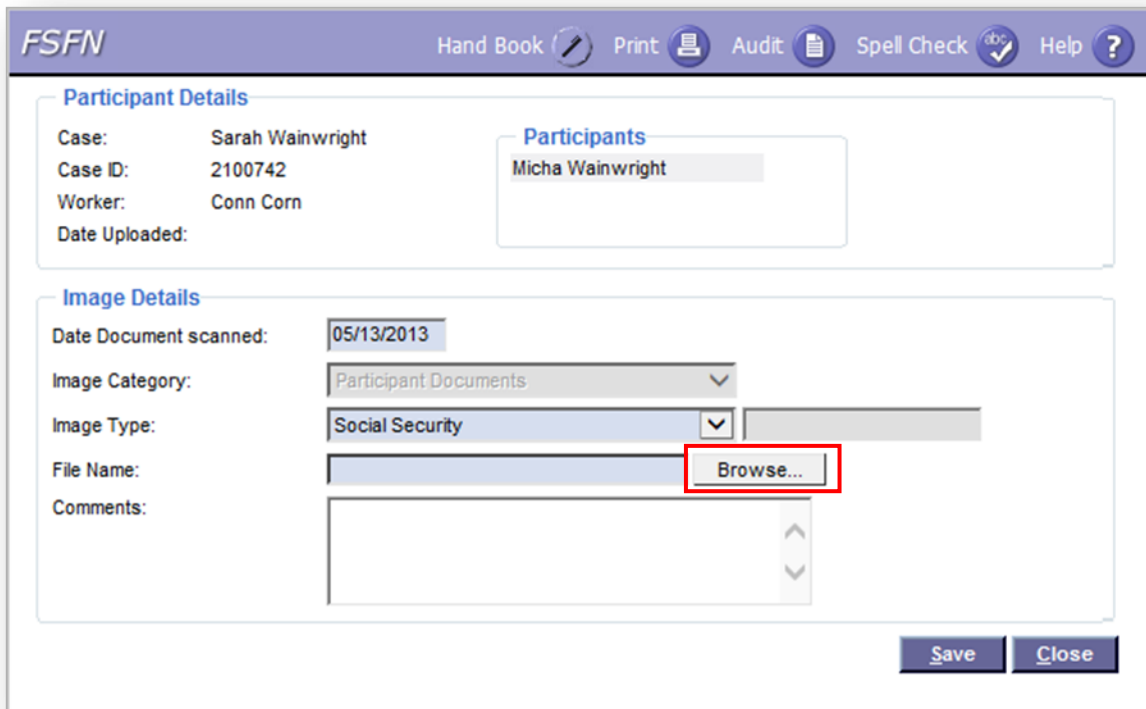
*The **Windows Explorer** page displays.*

9. Locate and select the image (file) to upload from your computer or network.

10. Click **Open**.

> **Note** FSFN displays a **Validation Error** dialog box if the file name is more than 50 characters, the file extension (format) is invalid or missing, or if the file size exceeds 25 MB.
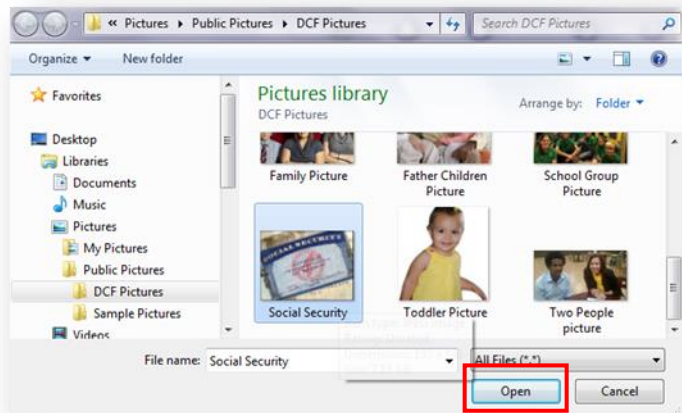

The **Imaging** page displays again with the file path and name in the **File Name** field.

11. In the **Comments** field, enter a description of the uploaded file image (up to 500 characters).

12. Click **Save**.
13. Click **Close**.

> **Note** **Important**: Confirm the information and selected file are correct before saving. Once you save the **Imaging** page, you cannot edit the data. You can delete the file from the page, but not the actual Imaging page. See the ***To delete an Imaging page*** section in this user guide for more information on deleting.
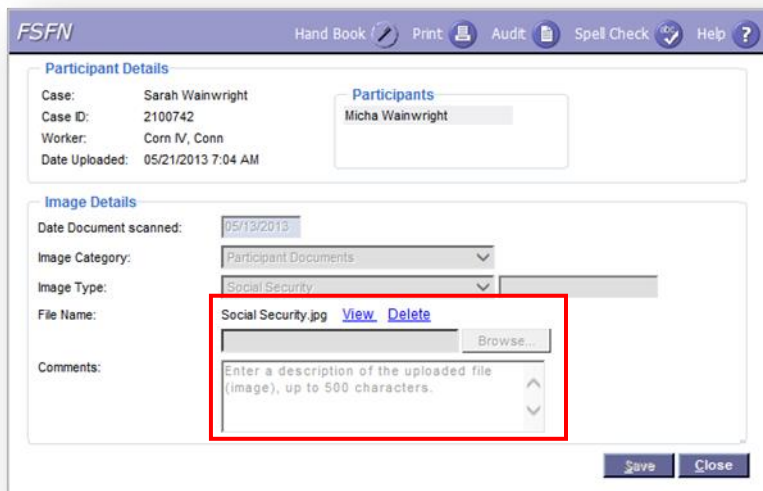
> **Note** FSFN sends an automated email to the primary worker assigned to the case when an Imaging page is saved: *An <Image Category – Type> was created in the Case <ID> on <MM/DD/YYYY HH:MM AM/PM>*. If you are the primary worker, FSFN does not send you an email.

To create an Imaging page from a Child Investigation

1. From the **Child Investigation page** click the **Upload Image** hyperlink.
   *The **Imaging** page displays.*

   > **Note** In the **Participant Details** group box, the Case Name and Case ID display from Case Book. The Participant Name(s) you selected on the **Create Case Work** page display. The name of the worker who created the **Imaging** page, you in this instance, displays. The Date Uploaded (creation date) displays after the **Imaging** page is successfully saved for the first time.

2. In the **Image Details** group box, enter the date the image was scanned in the **Date Document Scanned** field.
3. FSFN pre-fills the **Image Category** drop down with **Child Investigation**
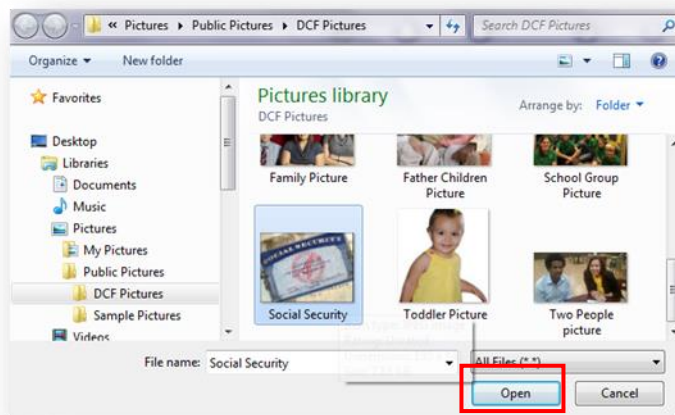4. From the **Image Type** drop down, select the appropriate type.

   > **Note** The Image Category filters the Image Types. If the **Imaging** page is created from one of the additional pieces of work within FSFN, the Image Category defaults to the applicable Category and is disabled.

5. Click **Browse**.

*The **Windows Explorer** page displays.*

6. Locate and select the image (file) to upload from your computer or network.

7. Click **Open**.

Note FSFN displays a **Validation Error** dialog box if the file name is more than 50 characters, the file extension (format) is invalid or missing, or if the file size exceeds 25 MB.
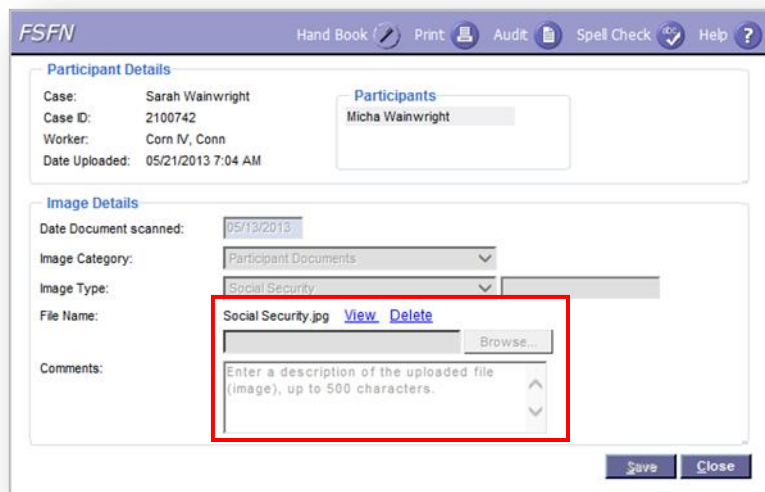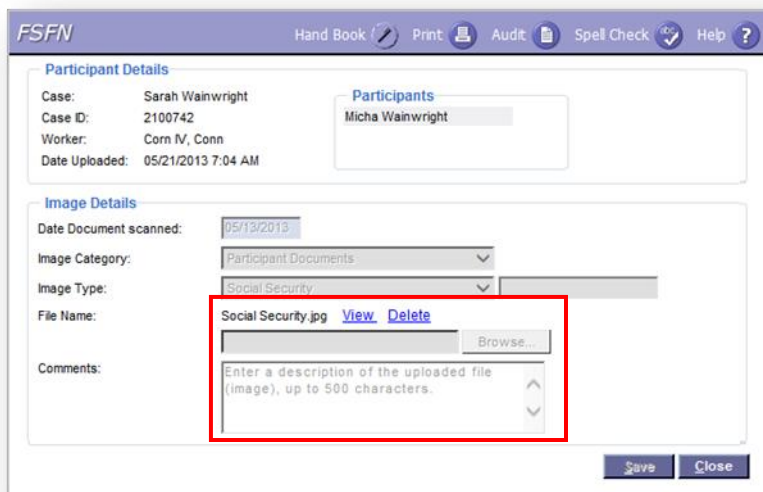

The **Imaging** page displays again with the file path and name in the **File Name** field.

8. In the **Comments** field, enter a description of the uploaded file image (up to 500 characters.

9. Click **Save**.

10. Click **Close**.

> **Note** **Important**: Confirm the information and selected file are correct before saving. Once you save the **Imaging** page, you cannot edit the data. You can delete the file from the page, but not the actual **Imaging** page. See the ***To delete an Imaging page*** section in this user guide for more information on deleting.

> **Note** FSFN sends an automated email to the primary worker assigned to the case when an **Imaging** page is saved. *An <Image Category – Type> was created in the Case <ID> on <MM/DD/YYYY HH:MM AM/PM>*. If you are the primary worker, FSFN does not send you an email.

To create an Imaging page from a Present Danger Assessment (PDA)

1. From the **PDA** click the **Upload Image** hyperlink.
2. The **Imaging** page displays.

> **Note** In the **Participant Details** group box, the Case Name and Case ID display from Case Book. The Participant Name(s) you selected on the **Create Case Work** page display. The name of the worker who created the Imaging page, you in this instance, displays. The Date Uploaded (creation date) displays after the **Imaging** page is successfully saved for the first time.

3. In the **Image Details** group box, enter the date the image was scanned in the **Date Document Scanned** field.

   FSFN pre-fills the **Image Category** drop down with **Present Danger Assessment (PDA)**

> **Note** If you used the File Cabinet hyperlink from Case Book, you need to select the Image Category.

4. From the **Image Type** drop down, select the appropriate type.

> **Note** The Image Category filters the Image Types. If the **Imaging** page is created from one of the additional pieces of work within FSFN, the Image Category defaults to the applicable Category and is disabled.

5. Click **Browse**.

The **Windows Explorer** page displays.

6. Locate and select the image (file) to upload from your computer or network.

7. Click **Open**.

Note ▸ FSFN displays a **Validation Error** dialog box if the file name is more than 50 characters, the file extension (format) is invalid or missing, or if the file size exceeds 25 MB.

The **Imaging** page displays again with the file path and name in the **File Name** field.

8. In the **Comments** field, enter a description of the uploaded file (image), up to 500 characters.

9. Click **Save**.

10. Click **Close**.

> **Note** **Important**: Confirm the information and selected file are correct before saving. Once you save the **Imaging** page, you cannot edit the data. You can delete the file from the page, but not the actual **Imaging** page. See the ***To delete an Imaging page*** section in this user guide for more information on deleting.

> **Note** FSFN sends an automated email to the primary worker assigned to the case when an **Imaging** page is saved. "An <Image Category – Type> was created in the Case <ID> on <MM/DD/YYYY HH:MM AM/PM>". If you are the primary worker, FSFN does not send you an email.

To create an Imaging page from a Safety Plan

1. From the **Safety Plan** click the **Upload Image** hyperlink.
   The **Imaging** page displays.

   > **Note** In the Participant Details group box, the Case Name and Case ID display from Case Book. The Participant Name(s) you selected on the Create Case Work page display. The name of the worker who created the Imaging page, you in this instance, displays. The Date Uploaded (creation date) displays after the **Imaging** page is successfully saved for the first time.

2. In the **Image Details** group box, enter the date the image was scanned in the **Date Document Scanned** field.

   FSFN pre-fills the **Image Category** drop down with **Safety Plan.**

3. From the **Image Type** drop down, select the appropriate type.

   > **Note** The Image Category filters the Image Types. If the Imaging page is created from one of the additional pieces of work within FSFN, the Image Category defaults to the applicable Category and is disabled.
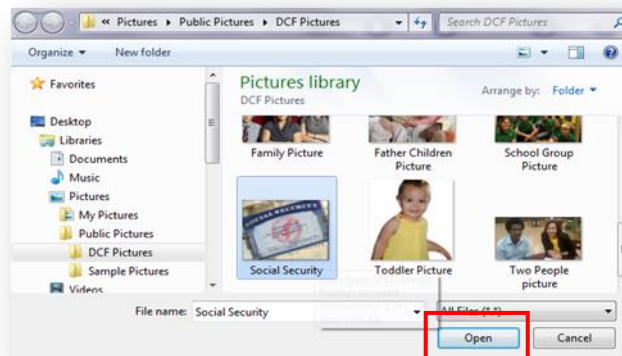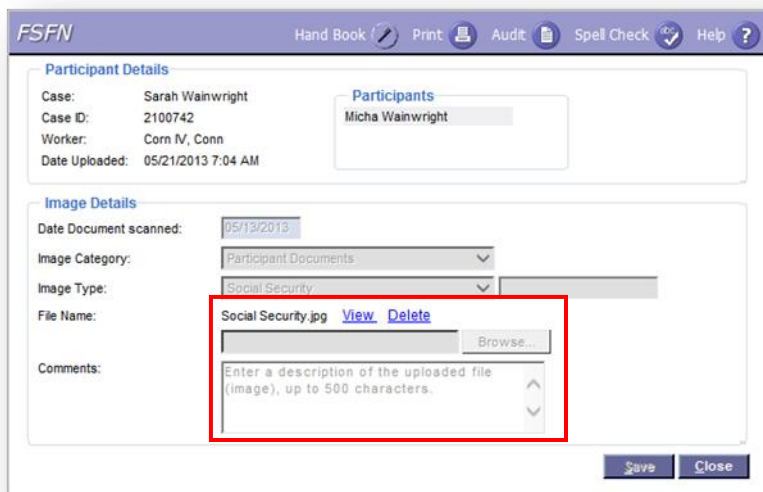
4. Click
   Browse.

The **Windows Explorer** page displays.

5. Locate and select the image (file) to upload from your computer or network.
6. Click **Open**.

Note FSFN displays a **Validation Error** dialog box if the file name is more than 50 characters, the file extension (format) is invalid or missing, or if the file size exceeds 25 MB.

The **Imaging** page displays again with the file path and name in the **File Name** field.

7. In the **Comments** field, enter a description of the uploaded file (image), up to 500 characters.
8. Click **Save**.

9. Click **Close**.

> **Note** **Important**: Confirm the information and selected file are correct before saving. Once you save the **Imaging** page, you cannot edit the data. You can delete the file from the page, but not the actual **Imaging** page. See the ***To delete an Imaging page*** section in this user guide for more information on deleting.

> **Note** FSFN sends an automated email to the primary worker assigned to the case when an **Imaging** page is saved. "An <Image Category – Type> was created in the Case <ID> on <MM/DD/YYYY HH:MM AM/PM>". If you are the primary worker, FSFN does not send you an email.

To create an Imaging page from a Legal Documentation

1. From the **Legal Documentation** page click the **Upload Image** hyperlink.
   The **Imaging** page displays.

   > **Note** In the **Participant Details** group box, the Case Name and Case ID display from Case Book. The Participant Name(s) you selected on the **Create Case Work** page display. The name of the worker who created the **Imaging** page, you in this instance, displays. The Date Uploaded (creation date) displays after the **Imaging** page is successfully saved for the first time.

2. In the **Image Details** group box, enter the date the image was scanned in the **Date Document Scanned** field.
   FSFN pre-fills the **Image Category** drop down with **Legal Documentation**

   > **Note** If you used the **File Cabinet** hyperlink from Case Book, you need to select the Image Category.

3. From the **Image Type** drop down, select the appropriate type.

   > **Note** The Image Category filters the Image Types. If the Imaging page is created from one of the additional pieces of work within FSFN, the Image Category defaults to the applicable Category and is disabled.
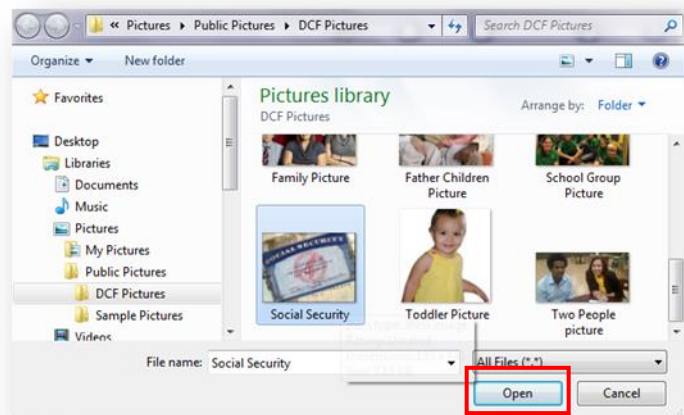
4. Click **Browse**.
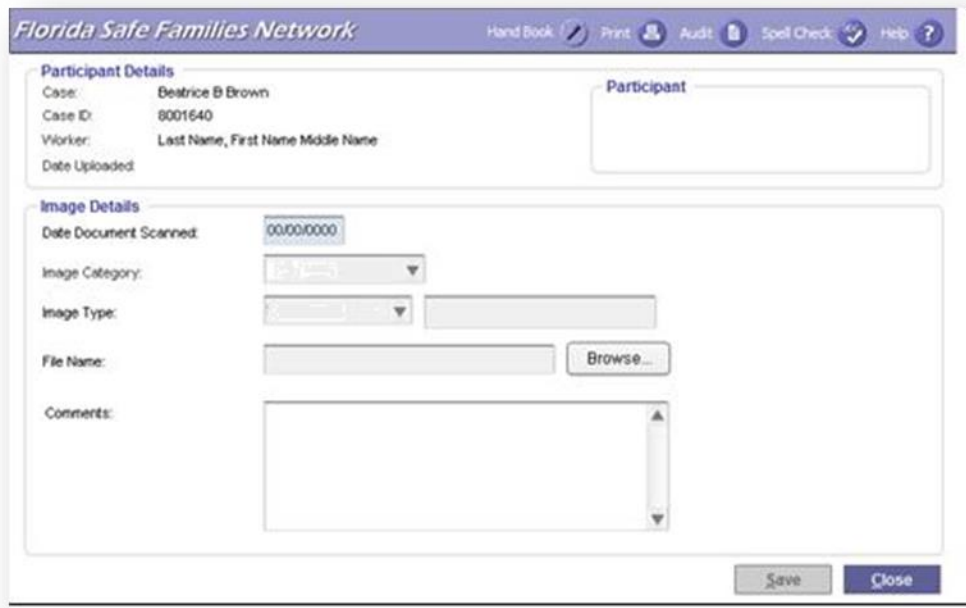
The **Windows Explorer** page displays.

5. Locate and select the image (file) to upload from your computer or network.
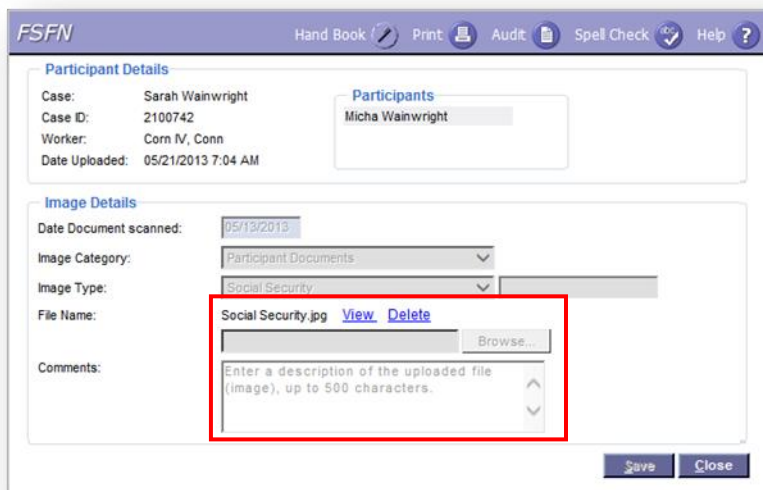
6. Click **Open**.

Note FSFN displays a **Validation Error** dialog box if the file name is more than 50 characters, the file extension (format) is invalid or missing, or if the file size exceeds 25 MB.

Note The **Imaging** page displays again with the file path and name in the **File Name** field.

7. In the **Comments** field, enter a description of the uploaded file (image), up to 500 characters.
8. Click **Save**.
9. Click **Close**.

> **Note** **Important**: Confirm the information and selected file are correct before saving. Once you save the **Imaging** page, you cannot edit the data. You can delete the file from the page, but not the actual Imaging page. See the ***To delete an Imaging page*** section in this user guide for more information on deleting.

> **Note** FSFN sends an automated email to the primary worker assigned to the case when an **Imaging** page is saved. "An <Image Category – Type> was created in the Case <ID> on <MM/DD/YYYY HH:MM AM/PM>". If you are the primary worker, FSFN does not send you an email. Access or Delete an Image (file)

To Create an Imaging page from a Child Placement Agreement Page

1. From the **Child Placement Agreement Details Tab,** click the **Upload Document** hyperlink.
2. The **Imaging pop-up** page displays.

> **Note** In the **Participant Details** group box, the Case Name and Case ID display from Case Book. The selected Participant's Name(s) displays on the **Create Case Work** page. The name of the worker who created the Imaging page is displayed. The Date Uploaded (creation date) displays after the **Imaging** page is successfully saved for the first time.

3. In the **Image Details** group box, enter the date the image was scanned in the **Date Document Scanned** field.
4. Enter the date document was signed in the **Date Document Signed** field.

> **Note** The Date Document Signed is ONLY displayed when the imaging pop-up page is launched from the Child Placement Agreement page. This is a required field.

FSFN pre-fills the **Image Category** drop down with **Child Placement Agreement**

> **Note** **Image Type** defaults to either Behavior Management Plan or Care Precautions

based on the Type selected for the associated Assessment Details row.

5. Click **Browse**.

The **Windows Explorer** page displays.

6. Locate and select the documents/image (file) to upload from your computer or network.
Click **Open**.
The **Imaging** page displays again with the file path and name in the **File Name** field.

7. In the **Comments** field, enter a description of the uploaded file (image), up to 500 characters.

8. Click **Save**.

9. Click **Close**.

To Create an Imaging page from a Person/Organization Provider Page

1. From any **Person Provider or Organization Provider Page** that you are currently assigned to, select the **upload image** hyperlink from the **actions** panel.

2. The **Imaging pop-up page** displays.

> **Note** In the **Provider Details** group box, the **Provider Name** and **Provider ID** display. The name of the worker who created the Imaging page is displayed. **The Date Uploaded** (creation date) displays after the Imaging page is successfully saved for the first time.

3. In the **Image Details** group box, enter the date the image was scanned in the Date Document Scanned field.

4. Select the **Image Category** from the drop down.

5. Select an **Image Type** from the drop-down.

6. Click Browse. The Windows Explorer page displays.

7. Locate and select the documents/image (file) to upload from your computer or network.

8. Click Open.

> **Note** The Imaging page displays again with the file path and name in the File Name field.

9. In the **Comments** field, enter a description of the uploaded file (image), up to 500 characters.

10. Click **Save**.

11. Click **Close**.

Access or Delete an Image (file)

About Accessing the Imaging Page

You can access an **Imaging** page (uploaded files) from various access points within FSFN. Files uploaded from the **Create Case Work**, **Case Notes**, and **Meeting** pages are viewable from your Desktop or the **Search** page. They are listed on the Outliner, under Cases and File Cabinet. You do not need to be assigned to the case to view Imaging pages from the Search page.

Note ▶ If the Image Category is Medical Record, the **Imaging** page does not display under File Cabinet on the Outliner. It displays under Medical/Mental Health. You must have security to access Medical/Mental Health information to access Medical Record images.

Note ▶ FSFN only displays Imaging pages that were created or modified within the last 24 months (2 years) on the **Desktop** or **Search** page. To access Imaging pages, you must clear the Date Restricted check box on the Outliner.

In the center section of the Case Book and Person Book, you can access uploaded files for the specific FSFN Case or Person. Files uploaded from the **Create Case Work** page display when File Cabinet is selected from the **Work** drop down. Images attached to specific a case note or meeting display when Case Notes or Meeting is selected.

Note ▶ Only Imaging pages that were created or modified in the last 12 months (1 year) display on the Case Book and Person Book.

Note ▶ If the Image Category is Medical Record, the Imaging pages display in the Medical/Mental Health group box on the Case Book and Person Book. Only Imaging pages created or modified in the last 6 months display. You must have security to access Medical/Mental Health information.

You can access Imaging pages that are attached to a case note or meeting on their respective **Case Notes** or **Meeting** page. From the **Actions List Box**, the **View Attached Images** hyperlink launches the **Image History** pop-up page. Images attached to the case note or meeting are viewable.

If the image (photo) was uploaded from the **Person Management** page, it is viewable from the **Person Management** page on the **Additional** tab or the **Missing Child Report** page. The Current Photo, the most recently uploaded photo, is viewable from the **Active Participants** group box on the **Case Book** or the **Person Information** group box on the Person Book.

For more information on accessing images within person records, the missing child report, case notes, and meetings, see the Person Management, Missing Child Report, Notes, and Meeting User Guides on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

Based on the file type and the applications on your local machine, FSFN determines the appropriate application to view the file. For example, if the uploaded file is a Microsoft Word document (.doc), then FSFN opens the file with Microsoft Word. If the file is an image or scanned document (e.g., .jpg), FSFN opens a Microsoft Internet Explorer page to view the image.

If FSFN is unable to open the appropriate application on your computer, a message appears asking you to identify the application on your computer that you want to use to open the file. For example, if you do not have Microsoft Word and the file type is .doc, you can select an application from your computer that you know is able to open a .doc file.

Note Be aware that file compatibility issues can occur if users have different versions. If you encounter a file that you are unable to access due to an incompatible format, contact the user who loaded it or their office to assist. They can save the file in a format compatible to your software version.

Note Once a file is uploaded and the **Imaging** page is successfully saved, the uploaded file cannot be modified. However, depending on the file type and the application used to view the file, you can save a copy of the file to your computer and modify the copy. If you need to upload the modified file, you must create a new **Imaging** page.

Note If the image originated from the Mobile Data Capture Solution, the actual GPS coordinates can display: Latitude, Longitude, Altitude and Timestamp. If these coordinates are not available from the file, "not applicable" displays.

Key Tasks

To access an Imaging page from the FSFN Desktop

10. On the FSFN Outliner, click the **Cases** expando.
11. Click the **Case Folder** icon, then the **File Cabinet** icon.
12. Click the appropriate **Image Category – Type** hyperlink.

> **Note** The Images display and are sorted by Category and Type. The Date Document Scanned and case participants display.

> **Note** If the **Participant View** check box is selected, you need to click the appropriate Person icon before clicking on the File Cabinet icon. Only the Imaging pages that include the specific case participant display.

Note ▶ Medical Record files display under the Medical/Mental Health icon.

The **Imaging** page displays.

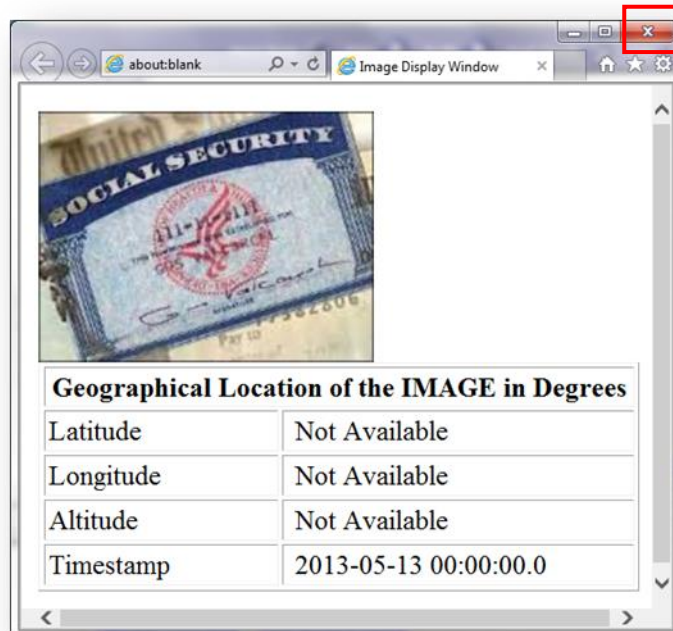13. In the **Image Details** group box, click the **View** hyperlink.
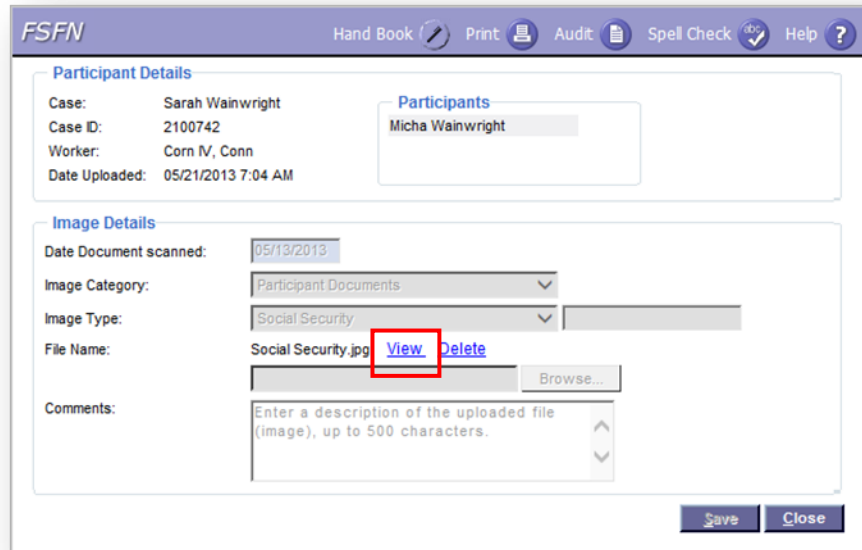
Note ▶ FSFN determines which application is appropriate to display based on the file type.

Depending on the file type, the appropriate page displays.

14. When you are finished viewing the image or file, close the page.
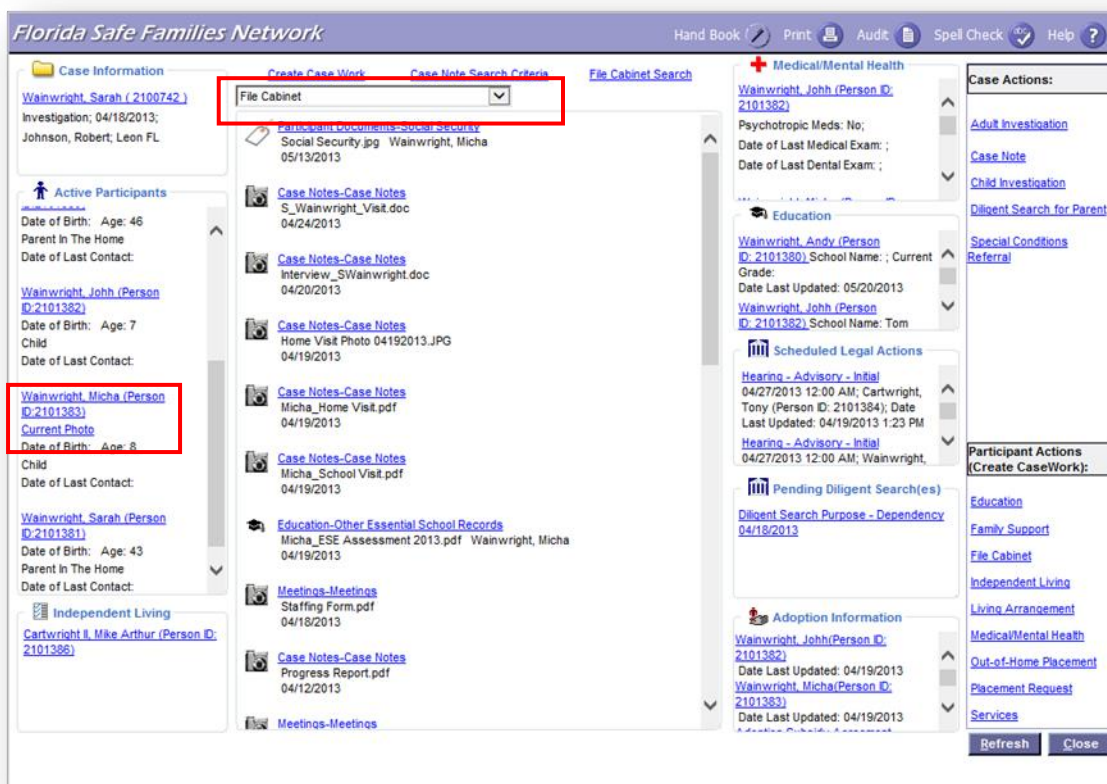You are returned to the **Imaging** page.

15. Click **Close**.

To access an Imaging page from the Case Book

1. On the Case Book, from the **Work Type** drop down above the center group box, select *File Cabinet*.

   The Imaging pages associated to the case display.

   > **Note** You can view the person photo, if available, by clicking the **Current Photo** hyperlink in the **Active Participants** group box.

> **Note** Only Imaging pages created in the last 12 months (1 year) display and are sorted by the Date Document Scanned (newest to oldest). When two or more Imaging pages have the same date, they sort alphabetical by Category and Type. If the image is attached to a **Case Notes** or **Meeting** page, the appropriate page ID is included in the hyperlink in parenthesis.

> **Note** Below the **Image Category – Type** hyperlink, the File Name, Date Document Scanned, and Participant Name(s) display, if applicable.

> **Note** If you have security to access Medical/Mental Health information, Medical Record images in the **Medical/Mental Health** group box on the Case Book can

display. They do not display in the center group box.

2. Click the appropriate **Image Category – Type** hyperlink.
   The **Imaging** page displays.
3. In the **Image Details** group box, click the **View** hyperlink.

Note FSFN determines which application is appropriate to use to display the image based on the file type.

Depending on the file type, the appropriate page displays.

4. When you are finished viewing the image or file, close the page.
   You are returned to the **Imaging** page.
5. Click **Close**.

To access an Imaging page from the Person Book

1. On the Desktop, from the **Work Type** drop down above the center group box, select *File Cabinet*.

   The Imaging pages associated to the person display.

   > Note You can view the person photo, if available, by clicking the **Current Photo** hyperlink in the **Person Information** group box.
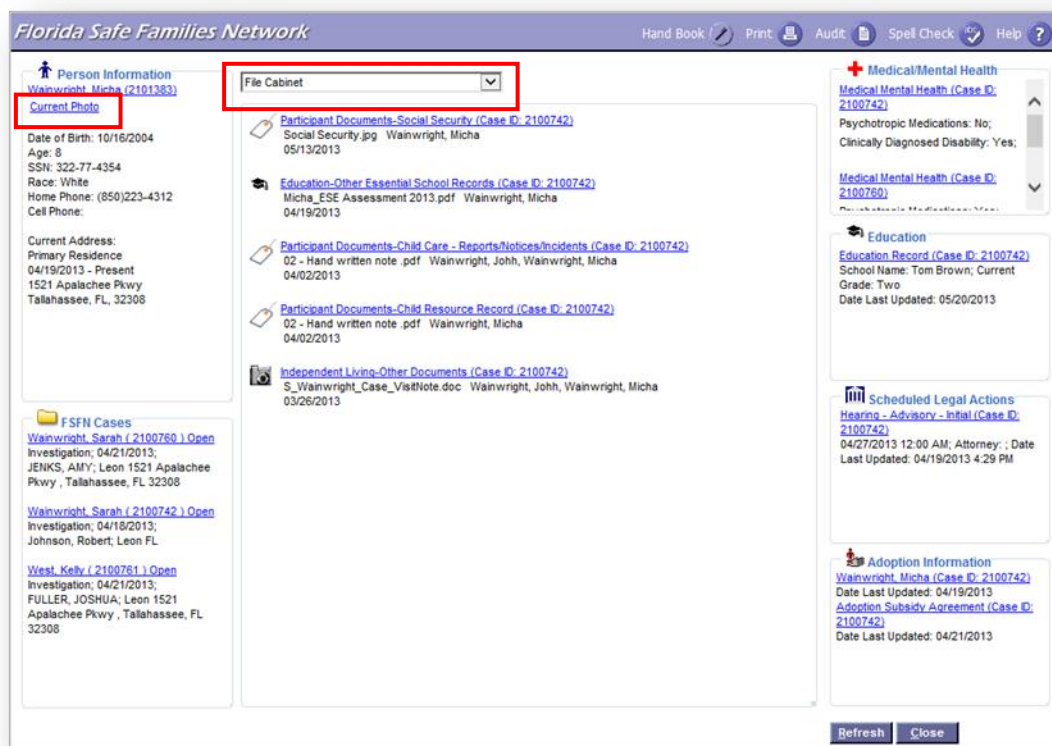
> Note Imaging pages that display are associated to the person across FSFN Cases in which the person is a participant; the specific Case ID is in parenthesis.

> Note Only Imaging pages created in the last 12 months (1 year) display and are sorted by the Date Document Scanned (newest to oldest). When two or more Imaging pages have the same date, they sort alphabetical by Category and Type. If the image is attached to a **Case Notes** or **Meeting** page, the appropriate page ID is included in the hyperlink in parenthesis.

> Note Below the **Image Category – Type** hyperlink, the File Name, Date Document Scanned, and Participant Name(s) display.

> Note If you have security to access Medical/Mental Health information, you can

access Medical Record images in the **Medical/Mental Health** group box on the Person Book. They not do display in the center group box.

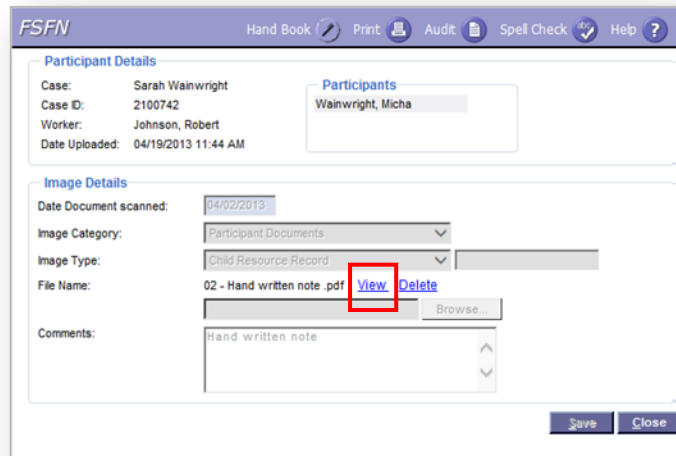2. Click the appropriate **Image Category – Type** hyperlink.

The **Imaging** page displays.

3. In the **Image Details** group box, click the **View** hyperlink.
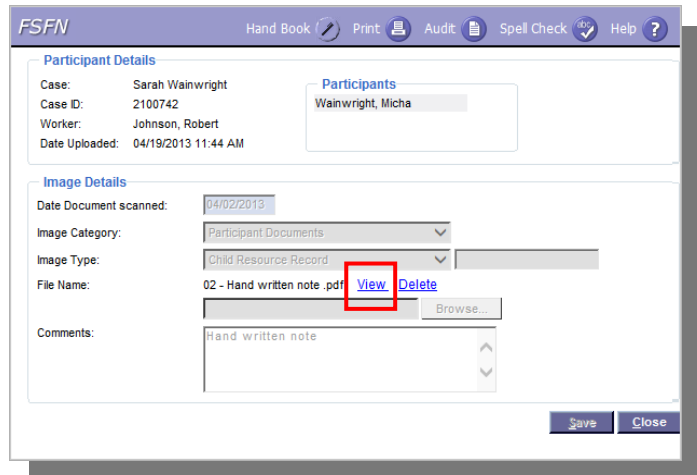
Note FSFN determines which application is appropriate to use to display the image based on the file type.

Depending on the file type, the appropriate page displays.

4. When you are finished viewing the image or file, close the page.
   You are returned to the **Imaging** page.
5. Click **Close**.
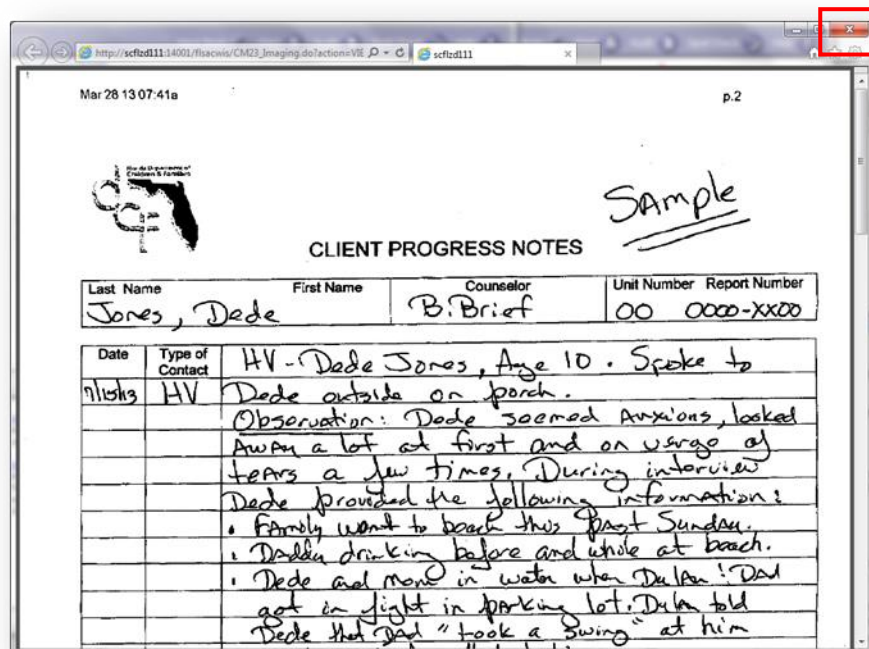
### *To access an Imaging page from the Search page*

1. On the FSFN Desktop, click **Search** on the Banner bar.
   OR
1. On the Desktop, from the **Utilities** menu, click **Search**.

2. From either the **Case** or **Person** tab, conduct a search to locate the appropriate case or person.

   > Note ▸ At the Case level, you can search for Images uploaded from Case Notes, Meetings, Child Investigation, Present Danger Assessment (PDA), Safety Plan, Legal Documentation, and Unified Home Study.

   > Note ▸ For more information on searching for a case or person, see the Search User Guide on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

3. After the search is conducted, and the appropriate case or person is found, expand the case or person in the search results.
4. Click the **File Cabinet** icon.

   > Note ▸ The Imaging pages display sorted by the Date Document Scanned. The category, type, and case participants associated to the image display.

   > Note ▸ Images with the category of Medical Record display under the Medical/Mental Health icon.

   > Note ▸ Investigation and Assessment Images can be searched as a sole search category, or with other search criteria. Investigation and Assessment images are associated with the **Child Investigation** page at the case level. Based on the Invs/Assessment Number selected, the system returns any Image pages associated with that Invs/Assessment Number. You are able to search solely by Invs/Assessment number. This association occurs from the **Child Investigation** page, whereby the user can attach multiple images.

5. Click the appropriate **Image Category – Type** hyperlink.

The **Imaging** page displays.

6. In the **Image Details** group box, click the **View** hyperlink.

Note   FSFN determines which application is appropriate to use to display the image based on the file type.

Depending on the file type, the appropriate page displays.

7. When you are finished viewing the image or file, close the page.
   You are returned to the **Imaging** page.
8. Click **Close**.

To access an Imaging page from the Provider Search page

1. On the FSFN Desktop, select the Utilities Drop Down and then select **Provider File Cabinet Search** from the drop down.

2. The Provider File Cabinet Search Page opens.
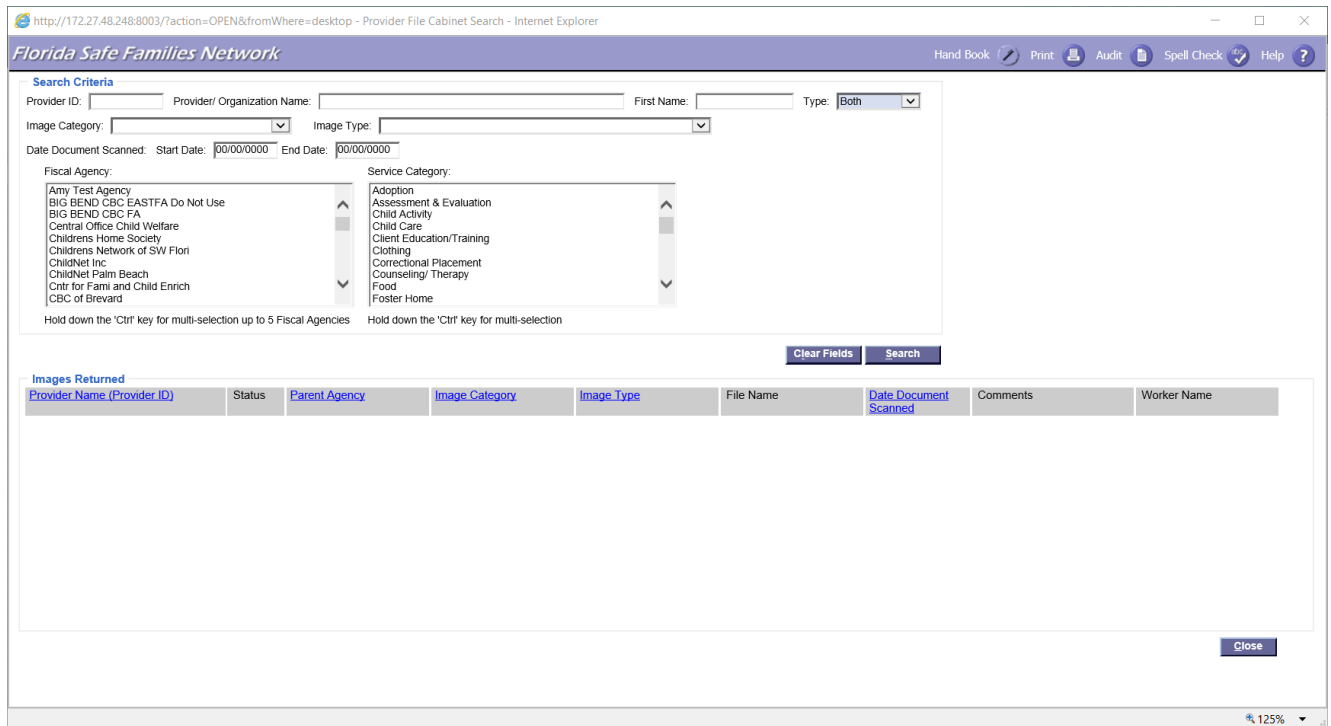
Note The **Type** dropdown will default to **Both**.

3. Fill in the desired search information in the Search Criteria group box and select the search button.

Note If the search yields more than 1000 results the user will receive an error message and will need to refine the search criteria and search again.

4. To view the attached image, select the hyperlink in the desired Person Providers **Image Category**.

5. The **Imaging** page displays.

6. In the **Image Details** group box, click the **View** hyperlink.

> **Note** FSFN determines which application is appropriate to use to display the image based on the file type.

7. Depending on the file type, the appropriate page displays.

8. When you are finished viewing the image or file, close the page.

9. You are returned to the **Imaging** page.

10. Click **Close**.

About Deleting an Imaging Page

The actual **Imaging** page cannot be deleted; however, the uploaded file can be deleted from the Imaging page. The **Imaging** page remains and indicates that the file was deleted. FSFN also tracks when and who deleted the file.

FSFN restricts the ability to delete files through your Login Profile (Security Profile). If you have the correct security, a **Delete** hyperlink displays beside the **View** hyperlink after the **Imaging** page is successfully saved for the first time.

The **Delete** hyperlink only displays if the **Imaging** page is accessed from your Desktop, Case Book, or Person Book. If you access the **Imaging** page from the **Search** page, the **Delete** hyperlink does not display.

Key Tasks

To delete a file from an Imaging page

1. From the **Imaging** page, select the **Delete** hyperlink.
   The **Validation Error** dialog box displays the following message: "Do you want to delete the Image from this record?"
2. Click **Yes**.
   You are returned to the **Imaging** page.
3. Click **Close**.

   Note   When you delete a file, "Image Deleted" replaces the File Name and who and when replaces the description in the Comments.

Search for an Image (file) from File Cabinet Search

About File Cabinet Search Page

The **File Cabinet Search** page enables you to search for specific uploaded files and images. You can access the **File Cabinet Search** page from any **Actions** hyperlink associated with a FSFN Case on the Desktop or on the **Search** page. You can also access the **File Cabinet Search** page from the Case Book.

The search criteria options include the Image Category and Type and a date range for the Date Document Scanned. The search criteria options include the Image Category and Image Type, and a date range for the Date Document Scanned. If you do not enter any search criterion, the results include all images associated to the case, except those with a Medical Record category. The displayed images include those attached to a case note or meeting. Additionally, the files uploaded from the **Out of County Services** page also display. Person Management Photos and Adoption Photos are not included in the search results.

The search results display in a column format and include the Image Category, Image Type, File Name, Participant Name(s), and Date Documented Scanned. The Date and Time the file was uploaded (created), and the Worker Name, are sortable columns (blue headings). The initial sort is by Date Document Scanned (newest to oldest). When two or more search results have the same date, they sort alphabetical by Category and Type.

If the value of "Participant Documents" is selected for the Image Category, the available values in the Image Type will display an option of "Inactive Value: Voluntary Protective Services Agreement". Although the "Voluntary Protective Services Agreement" value has been inactivated and can no longer be used for new images, it is still available on the File Cabinet Search page so that users may continue to search for and view documents that were associated with this Image Type prior to it being inactivated.

Also, when the "Participant Documents" value is selected as the Image Category, the previous Image Type value of "Non-Judicial Services Agreement" has been changed, and now reflects "Services Agreement".

When you click the Image Category hyperlink, FSFN launches the Imaging page. In addition, you can click the Worker Name hyperlink to email the worker.

Note You cannot delete images from the **File Cabinet Search** page.

Key Tasks

To search for Imaging pages

Note You can access the **File Cabinet Search** page from any **Actions** hyperlink associated with a FSFN Case on the Desktop or on the **Search** page.

1. Click the **Actions** hyperlink associated to the appropriate FSFN Case.
2. The **Actions** pop-up page displays.
3. In the **Select Action** group box, select the **File Cabinet Search** radio button.
4. Click **Continue**.
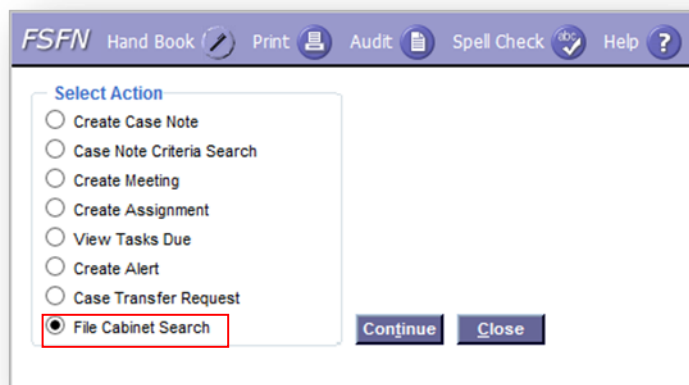
Note You can access the **File Cabinet Search** page from Case Book by clicking the **File Cabinet Search** hyperlink.

Note The **File Cabinet Search** page displays with the **Case Name**.

5. In the **Search Criteria** group box, select a category from the **Image Category** drop down if applicable.

   Note The Image Category filters the Image Types, which are only available if you select a category.

6. From the **Image Type** drop down, select an image type if applicable.
7. Enter the **Date Document Scanned Start Date** and **End Date**, if applicable.

> **Note** The Start Date and End Date can be the same, but cannot be a future date, nor can the End Date be prior to the Start Date.

8. Click **Search**.

> **Note** The **Clear Fields** button removes any entered criteria.

9. FSFN displays the Images in a tabular format in the **Images Returned** group box and sorts by **Date Document Scanned**.

> **Note** If the Image Type is "Other", the associated text field displays as well.

> **Note** The file name column is blank if the file is deleted.

10. Click the **Date/Time Uploaded** or **Worker Name** column heading to resort the table.
11. From the **Image Category** column, click the appropriate hyperlink to view the file.

> **Note** You can click the **Worker Name** hyperlink to email the worker that uploaded the file.

Images (files) Attached to Case Notes and Meetings

If you created a **Case Notes** or **Meeting** page, you can create an **Imaging** page that is attached to either page. You do not need to be assigned to the case to create a **Case Notes** or **Meeting** page. Additionally, if you are the supervisor of the user that created the **Case Notes** or **Meeting** page, you can also attach an image to the case note or meeting as well.

You can view **Imaging** pages that are attached to a case note or meeting on their respective **Case Notes** or **Meeting** page. From the **Actions List Box**, the **View Attached Images** hyperlink launches the **Image History** pop-up page. Images attached to the case note or meeting are viewable.

For more information on attaching images to case notes and meetings, see the Notes and Meeting User Guides on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

Search for an Image (file) from the Provider File Cabinet Search

About Provider File Cabinet Search

The **Provider File Cabinet Search** page enables you to search for specific provider uploaded files and images. You can access the **Provider File Cabinet Search Page** through the Utilities drop down from the FSFN homepage.

From the **Provider File Cabinet Search page**, the user can search from **Provider ID. Provider Organization Name, Type, Image Category, Image type, and Date Document Scanned**. After a search is conducted the **Images Returned** Group box populates with the search results. Search results are displayed in rows and can be sorted using the column headers that are hyperlinks. No more than 1000 search results will be displayed; if more are returned, a pop-up will inform the user to narrow the search and search again.

From a returned row in the **Images Returned** group box the user can access a number of pages via hyperlinks. The **Provider Name** returned row displays as a blue hyperlink with the **Provider Name** listed **Last Name, First name (Provider ID) or Provider Name (Provider ID).** Clicking the **Provider Name** hyperlink launches the **Person Provider** or **Organization Provider** page in view only mode. The **Image category** hyperlink (Home study, Certificates and Training, Required Signed Documents, Provider Household Documents), when selected, launches the corresponding imaging page in view only mode. Lastly the user can select the **Worker Name** Hyperlink which launches the default email program on the user's computer and populates a new email with the Primary Worker's email address.

Key Tasks

To conduct a Search in Provider File Cabinet

> Note⯈   To access the Provider File Cabinet Search, select the Utilities Dropdown and select Provider File Cabinet.

1. Fill in the desired search criteria in the **Search Criteria** group box and select the **Search** button.

> Note⯈   If more than 1000 results are returned the user will get a validation message and must refine the search criteria.

2. The **Images returned** group box populates based on the search criteria.
3. Select the **Clear Fields** button to clear all the fields in the **Search Criteria** group box.
4. Using the column header hyperlinks, the user can rearrange the Images returned based on **Provider Name (Provider ID), Parent Agency, Image Category, Image Type, and Date Document Scanned**.
5. The user can launch the **Person Provider** or **Organization Provider** pages by selecting the **name hyperlink** in under the **Provider Name (Provider ID)** column.
6. The user can launch the **imaging page** by select the hyperlink in **the Image Category** column.
7. By selecting the **Worker Name**, the user can open the default email program on their machine with the **To** line of the email addressed to the Worker.
8. Select the **Close** button to close the page.