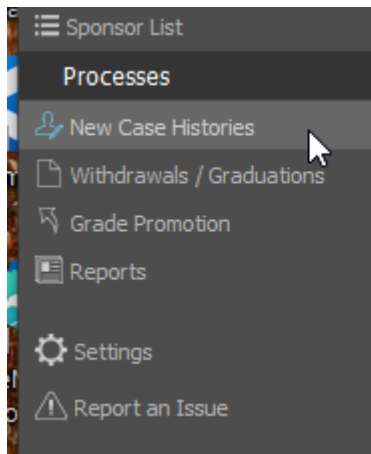


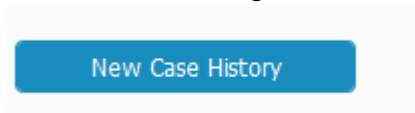
Cómo introducir un nuevo historial en el sistema SMP

Comience en la página de inicio

En **Procesos**, haga clic en Nuevos Historiales de Casos



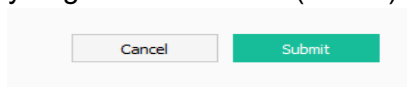
A continuación, haga clic en el botón azul Nuevo Historial de Casos



Rellene todos los datos obligatorios

A screenshot of the 'ADD NEW CASE HISTORY' form. The form is titled 'ADD NEW CASE HISTORY' in a blue header. Below the title, there is a instruction: 'Enter Case History Information for each student and press "Submit" to add new case history.' The form is divided into several sections: 'Personal' (First Name, Middle Name, Father's Last Name, Mother's Last Name, Gender, Date of Birth), 'School' (School ID, School Name, Grade / Class), 'Family' (Lives With, Number of Brothers, Number of Sisters), 'Favorites' (Color, Subject, Activity, Occupation), 'Other Information' (Spanish, English), and 'Internal Information' (Internal Info). At the bottom, there are fields for 'Application Date' and 'Case History Date', both set to '15-Nov-2019'. There are 'Cancel' and 'Submit' buttons at the bottom right.

y haga clic en Submit (Enviar)



Después de hacer clic en Submit (Enviar), se le llevará a la historia que ha creado y verá el nuevo número de estudiante.

Si cree que puede haber introducido al niño anteriormente, puede comprobarlo antes de introducir un nuevo historial.

Haga clic en Comprobar si hay registros duplicados (Check for Duplicate Record(s))

Check for Duplicate Record(s)

Click "Check for Duplicate" to search student records by name for possible duplicate record
OPTIONAL: Select additional information to include in search.

Check For Duplicate

School Number

Gender

Date of Birth

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