ChildWare

Updating a Child's Contact information

You may have noticed that The Child's Record does not include a phone number or email contact information fields. The reason for this is that **the contact information is captured in the Caregivers information**, not the child's record. However, it is very easy to get to the caregivers information from the child's record to perform updates or additions to Caregiver information.

Getting started:

1. **Login** to ChildWare 2.0 using the Chrome Browser.
2. Click on the **Navigation menu** in the upper left corner by clicking on the PHMC symbol or the word ChildWare.
3. Scroll down to **Children** on the menu
4. Click on the **Child's Name** that you need to update.
5. The child's general tab will open and the child's basic demographics will be present – **notice there are other tabs available in this view**.

Adding/Updating contact info

1. Click on the **relationship tab**

2. Click on **the primary caregiver's name** – this open up the caregivers information.

3. Click on the **Contact tab**
4. Click **New Contact**
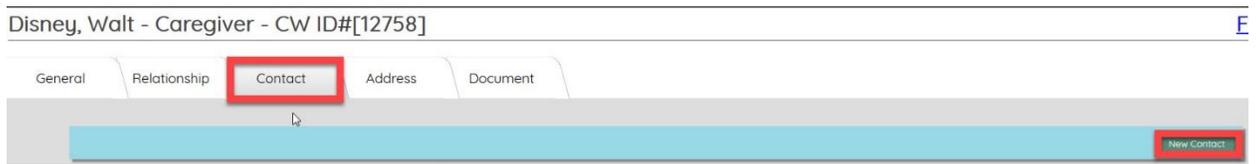
5. Check off "**Is Primary**" Click on **arrow under Contact name and pick Home or Phone Cell** (only need to do this for phone number)
6. **Click in the box** where it says **Value** and **type in the phone number** (It will automatically put in the dashes)
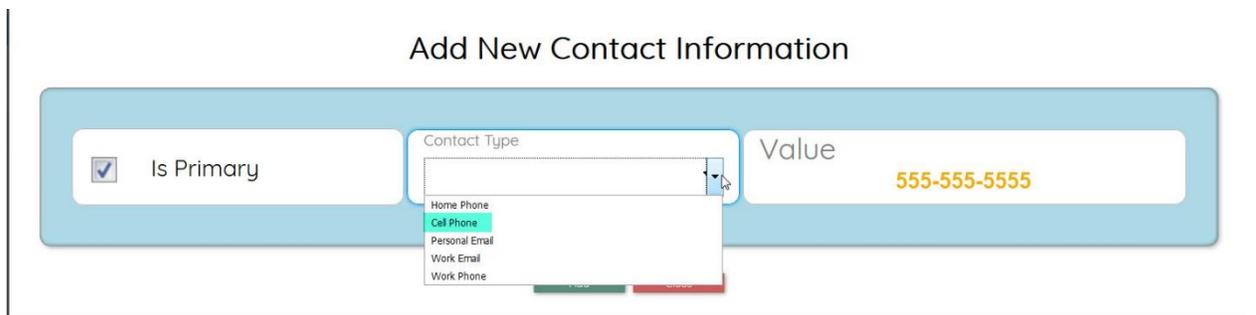
7. Click **Add**.

To add email information follow the same steps except at the Contact Type – choose personal email (**do not check off primary**)

Updating Contact Information:

1. Follow the steps above to access the Caregiver Information
2. Click on **Contacts Tab**
3. **Click on Edit** to update email or phone information and **click on Update** button to save new changes.

Need assistance? Email helpdesk@phmc.org