

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**

Princess Ariel (3yo) ID# 12762 [Fam](#)

General **Relationship** Address Application/Enrollment Document Health Status

Search Member

Name-	Relationship	Date Of Birth	Gender	Primary Phone	Primary E-mail
Walt Disney	Parent	07/04/1990	Male	216-565-6565	
Ursula Octopu	Sibling	12/25/2015	Female	N/A	

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

Disney, Walt - Caregiver - CW ID#[12758] [Family](#)

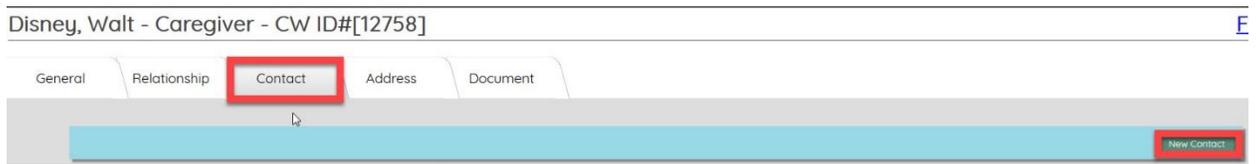
General Relationship **Contact** Address Document

Primary Secondary

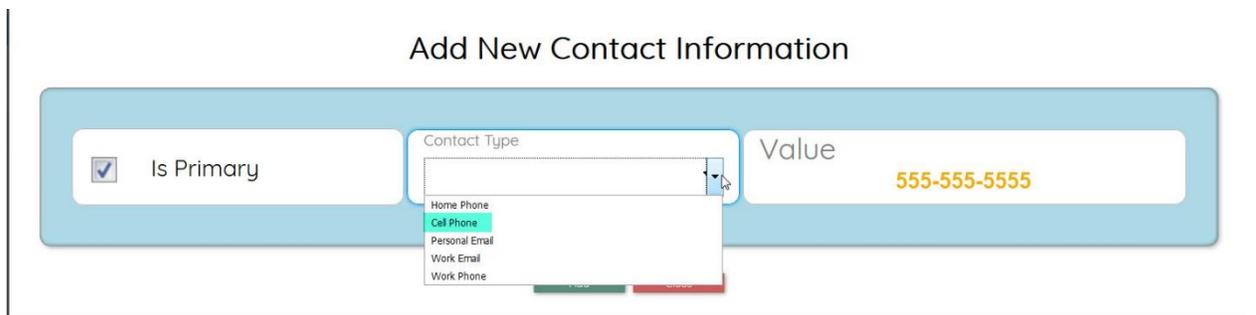


First Name Walt	Middle Name	Last Name Disney	Suffix	Gender Male
Birthdate 07/04/1990	Nickname	Social Security - -	Ethnicity Non-Hispanic/Latino	

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