PROOF SYSTEM

Adding a County Contact to a Program

To add a Contact to a County for a Program:

Note: Before performing these steps, the organization and contacts must first be set up using the Setting up an Organization procedure.

1. Select ***Add*** from the top navigation buttons.
2. Select the ***Program Setup*** business area.
3. Enter information in one or more fields and click ***Search***.
4. Review the search results at the bottom of the page to locate the appropriate program.
5. If the program is listed, you may either click ***Edit*** or the hyper-linked program ID to access the program record for viewing or editing. A new window will open.
6. Select the ***County Setup*** tab.
7. Locate your county in the list and click ***Edit***. A new window will open.
8. Select the ***Partners and Contacts*** tab.
9. Select ***Add Another Row*** to the appropriate contact section (County Representative Contacts, Funding Partners, or Consortium Partners). A new window will open.
10. Using the drop-down lists, select the Organization and Contact Name for the Contact.

    Note: If either the desired organization or contacts do not appear in the list, they must first be added using the Setting up an Organization procedure.

11. Click ***Update***.

This task may be performed by the following user roles:

- County Super User
- County Program Manager