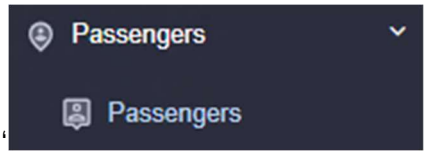
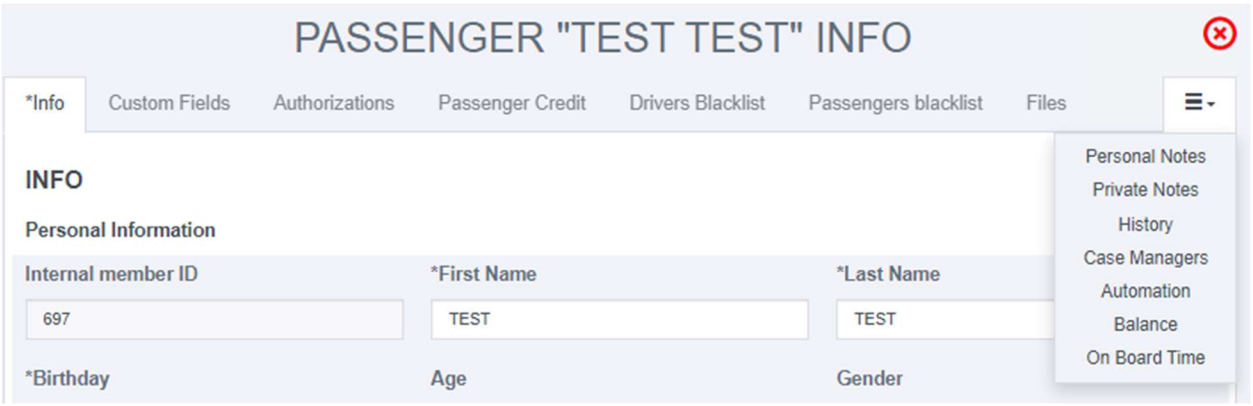
VIEWING PASSENGER RECORDS AND FILES IN ROUTE GENIE

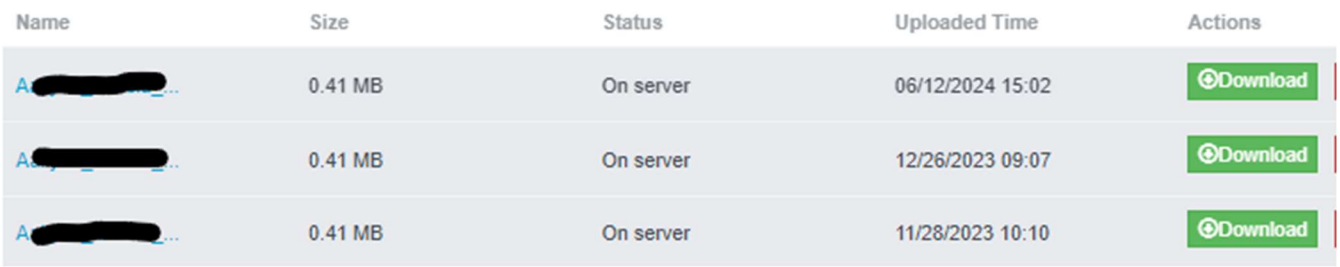
1. In Route Genie, click the "Passengers" tab in the left column menu. This will open a dropdown menu where you will have to choose "Passengers" again.



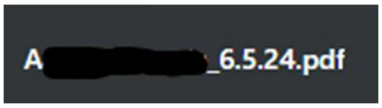
2. Enter the youth name in the Search box at the top left of the screen.
    a. Click the youth's name in the list of results. This will open the record on the right half of your screen



3. There are multiple tabs that will appear. Many are not used, with the exception of the following:
    a. The "Info" tab has basic geographical information about the youth (name, age, address)
    b. The "Custom Fields" tab has contact information for all DCF, Foster Home, School, and Aftercare associated with the youth
    c. The "Files" tab has copies of all of the referrals received for this youth. This may be a part of the dropdown on the very far right, depending on the size/resolution of your screen.
        i. Files will be listed in date order according to their Upload Time, newest to oldest.



        ii. Click either the Name of the file or on the Download button next to the most recent document. This will open a new tab with the copy of the referral form for this youth.



d. Please carefully review the name of the document you opened, as you may get a respite referral that is now expired (name will have "respite" with the dates in brackets). If so, please go back to the tab that has the Passenger screen open and select the next referral down.