

## QUICK START GUIDE FOR LINKING AN INTAKE TO AN ADOPTION CASE

### Linking an Intake to an Adoption Case

#### Navigate to the Home Page

1. Click the Intake Tab
2. Click the Link next to the Intake you are going to link to the Adoption Case
3. The Cases available to link the intake to appear
4. Click the link next to the Adoption Case
5. The Case Member Details, Adoption Members and Intake Participant Information is displayed
6. Click the Link to Existing Case button
7. The Intake is now linked to the Adoption Case