



Florida Safe Families Network

File Cabinet How Do I ... Guide

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The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for additional resources.

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Create (upload) an Image (file) to File Cabinet

How Do I...?	Selections	Tips & Guidelines
<p>Create an imaging page from the Desktop or Case Book</p>	<ul style="list-style-type: none"> • From the Desktop, click Case Work on the FSFN Banner or click on the Create menu and then select Case Work. <li style="text-align: center;">OR • From Case Book, click the Create Case Work or File Cabinet hyperlink on the Create Case Work page. Select the image category from the File Cabinet drop down. • In the Cases group box, select case. • In the Case Participants group box, select participant(s). • Click Create. • On the Imaging page, enter Date Document Scanned in the Image Details group box. • From the Image Type drop down, select type. • Click Browse. • Locate and select the file to upload from the Windows Explorer page. • Click Open. • Selected the file displayed in the File Name area. • In the Comments field, enter an appropriate description (up to 500 characters). • Click Save. • Click Close. 	<p><i>Case assignment is required to upload an image from Desktop or Case Book.</i></p> <p><i>Security is required to create and view Medical Record files.</i></p> <p><i>Image Category is pre-filled on Create Case Work page if launched from Case Book > File Cabinet hyperlink.</i></p> <p><i>Press CTRL for multi-selection.</i></p> <p><i>The Image Category is pre-filled on the Imaging page if selected on the Create Case Work page. You must select a category if launched from the Case Book > File Cabinet hyperlink.</i></p> <p><i>If 'Other' is selected for Image Type, an additional description is required.</i></p> <p><i>Acceptable file formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.</i></p> <p><i>File name must be less than 50 characters.</i> <i>File size restricted to 25 MB.</i></p> <p>Important: <i>Check information before saving. You cannot edit after save.</i></p> <p><i>An automated email stating that the file was uploaded is sent to the primary worker assigned to the case, unless the creator is the primary worker.</i></p> <p><i>Images and files can be uploaded and attached to person records, case notes, and meetings. See the Person Management, Case Notes, and Meeting How Do I Guides on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).</i></p>



Create (upload) an Image (file) to File Cabinet

How Do I...?	Selections	Tips & Guidelines
<p>Create an Imaging page from:</p> <ul style="list-style-type: none"> Safety Plan Case Notes Child Investigation Child Placement Agreement Present Danger Assessment (PDA) Safety Plan Legal Documentation Service Authorization 	<ul style="list-style-type: none"> • From your Safety Plan <ul style="list-style-type: none"> OR Case Notes OR Child Investigation OR Child Placement Agreement OR Present Danger Assessment (PDA) OR Safety Plan OR Legal Documentation OR Service Authorization • Click the Upload Image hyperlink; the Imaging page displays. In the Image Details group box, enter the date that the image was scanned in the Date Document Scanned field. If Child Placement Agreement, also enter Date Document Signed. • FSFN pre-fills the Image Category drop down with Present Danger Assessment (PDA). If Child Placement Agreement, Image Category drop down pre-fills with Child Placement Agreement. Image type defaults to Behavior Management Plan or Care Precautions based on the Type selected for the associated Details row. • Click Browse; the Windows Explorer page displays. • Locate and select the image (file) to upload from your computer or network. • Click Open. • The Imaging page displays again with the file path and name in the File Name field. • In the Comments field, enter a description of the uploaded image (up to 500 characters). • Click Save. • Click Close. 	<p><i>You can create the Imaging page from the Create Case Work page, which is accessed from your Desktop or Case Book. You can also create the Imaging Page from specific pieces of work:</i></p> <ul style="list-style-type: none"> • <i>Safety Plan</i> • <i>Case Notes</i> • <i>Child Placement Agreement</i> • <i>Meetings</i> • <i>Child Investigation</i> • <i>Present Danger Assessment (PDA)</i> • <i>Safety Plan</i> • <i>Legal Documentation.</i> • <i>Service Authorization</i> <p><i>See the Person Management, Case Notes, and Meeting How Do I Guides on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).</i></p> <p>Upon clicking the Upload Document hyperlink within the Agreement Signed column, the Imaging pop-up page displays. The Imaging pop-up page, only when launched from the Child Placement Agreement page, contains an additional field labeled Date Document Signed displayed directly to the right of the Date Document Scanned field. The Date Document Signed field will be enabled and required. The Image Category defaults to Child Placement Agreement and the Image Type defaults to either Behavior Management Plan or Care Precautions based on the Type selected for the associated Assessment Details row.</p>



Access or Delete an Image (file)		
How Do I...?	Selections	Tips & Guidelines
<p>Access the Imaging page from the Desktop or Search page</p>	<ul style="list-style-type: none"> From the Desktop or the Search page, expand Outliner to display File Cabinet. Click the Image Category – Type hyperlink. On the Imaging page, click the View hyperlink. When finished viewing, click Close. 	<p><i>Case assignment is not required to view images from Search.</i></p> <p><i>On the Desktop, images are sorted by Category/Type, then by Date Document Scanned. On the Search page, images are sorted by Date Document Scanned.</i></p> <p><i>Medical Record images are located the under Medical/Mental Health icon. Security is required to view.</i></p> <p><i>To view Imaging pages created or modified more than 24 months ago, clear the Date Restricted check box.</i></p> <p><i>Images and files can be viewed if attached to person records, missing child reports, case notes, and meetings. See the Person Management, Missing Child Report, Case Notes, and Meeting How Do I Guides on the DCF FSFN Website (http://fsfn.dcf.state.fl.us).</i></p> <p><i>Once the imaging page is created and saved it is accessible from the Desktop</i></p>
<p>Access the Imaging page from the Person Book or Case Book</p>	<ul style="list-style-type: none"> On Case Book or Person Book, select File Cabinet for the work type on center group box. Click the Image Category – Type hyperlink. On the Imaging page, click the View hyperlink. When finished viewing, click Close. 	<p><i>Case Book displays images associated to the specific case.</i></p> <p><i>Person Book displays images associated to the person across all FSFN cases in which the person is a participant.</i></p> <p><i>Only Imaging pages created or modified within the last 12 months display.</i></p> <p><i>Images are sorted by Date Document Scanned (newest to oldest).</i></p> <p><i>Medical Record images display in the Medical/Mental Health group box. Security is required to view.</i></p> <p><i>Once the imaging page is created and saved it is accessible from the Person Book or Case Book</i></p>

Access or Delete an Image (file)		
How Do I...?	Selections	Tips & Guidelines
Delete a file from an Imaging page	<ul style="list-style-type: none"> On the Imaging page, click the Delete hyperlink. In the Validation Error dialog box, click Yes. Click Close. 	<p>Only the file can be deleted from the Imaging page. The Imaging page indicates the file was deleted, when, and by whom.</p> <p>Security is required to delete a file.</p> <p>You cannot delete from the Search page or the File Cabinet Search page.</p>

Search for an Image (file) from File Cabinet Search		
How Do I...?	Selections	Tips & Guidelines
Search for Imaging pages	<ul style="list-style-type: none"> Click the Actions hyperlink for Case. Select the File Cabinet Search radio button. Click Continue. On the File Cabinet Search page, enter the search criteria: Image Category, Type, Date Document Scanned Start Date, and End Date. OR Select the applicable Invs/Assessment Number from the Invs/Assessment Number drop down. Click Search; results display in the Images Returned group box. From the Image Category column, click the hyperlink to view the image. 	<p>The File Cabinet Search hyperlink is available on Case Book.</p> <p>Start Date and End Date can be the same, but cannot be a future date, nor can the End Date occur prior to the Start Date.</p> <p>Date/Time Uploaded and Worker Name columns headings sort results.</p> <p>Invs/Assessment Number is populated by default with all associated Invs/Assessment numbers for the case and it may be used as the only search criteria to search for an image.</p> <p>File Name is blank if a file was deleted.</p> <p>Click the Worker Name hyperlink to email the worker.</p> <p>Search results include images attached to a case note or meeting as well as attached to the Out of County Services page.</p> <p>Images not included in the search results: Person Management Photos, Adoption Photos, and Medical/Mental Health files.</p>

