

## **RIFIS Update**

**January 18, 2013**

This update documentation will address a few things in RIFIS. How to use the new signature feature, as well as what to do when you have pending plans and assessments/forms to authorize. Here are the steps that I will use to update the manual and webpage:

- log on RIFIS and select the "Supervisor" role
- go to your Management tool in "My RIFIS"
- select "pending" Assessments link
- as you open each "pending" record, instead of going right to the status and marking "complete", hold off on that and do it AFTER you sign

In the menu of each assessment record you have open, there is a option called "signature" in the menu

- select "sign assessments and forms"
- go to file menu and save (do not close the pg.)
- your signature should appear at the bottom of the page
  
- scroll up to the header of you page where the status field is located and mark "complete" (the page should refresh with change of status and will appear as "read only")
  
- lastly, go to "report" menu and run the "child assessment" report
- print preview and print signed, complete report for child/youth's paper record