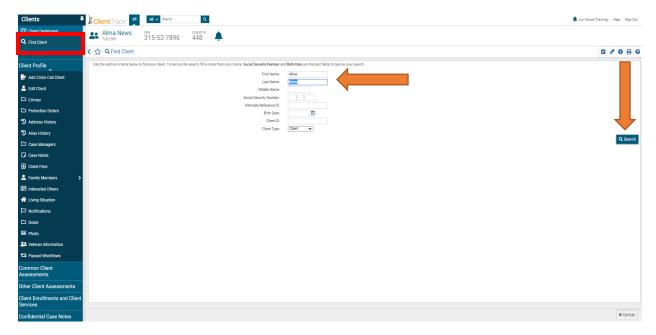
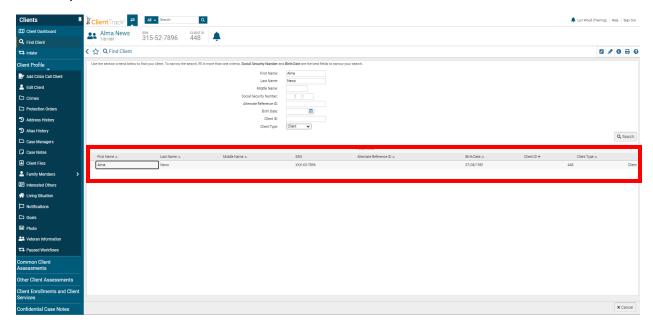
## How to Guide

## Offender/Victims Linked in DV ClientTrack

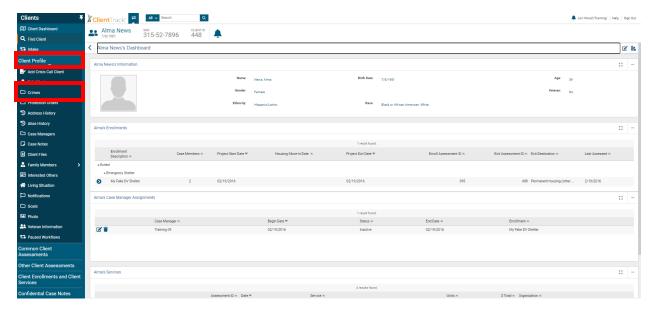
- 1. A recent change in DV ClientTrack now allows you to search by "Offender" and view the "Victims" linked to the "Offender".
- 2. To begin: From the "Clients" Workspace", complete a "Find Client" search using the "Victims Name, SSN or DOB" then click on "Search".



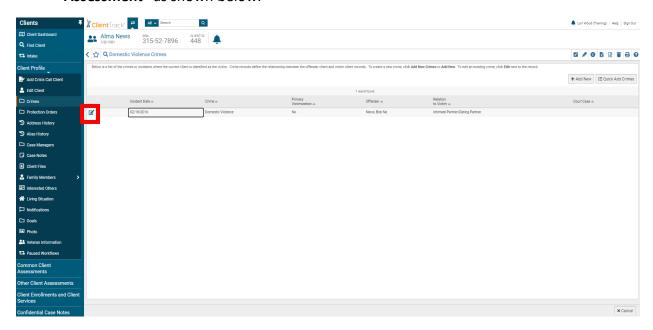
3. Once you locate the "Victim's Client Record" click on the "Victim's" information line and you will be taken to the Victim's "Dashboard".



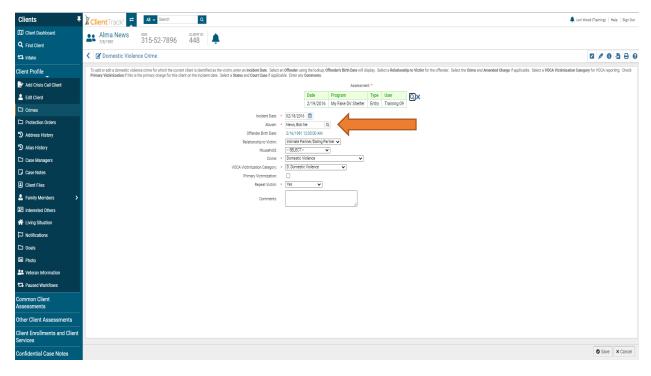
- 4. From the "Victim's Dashboard", go to the menu of the left side of the screen and click on the "Client Profile" option.
- 5. Next, click on "Crimes"



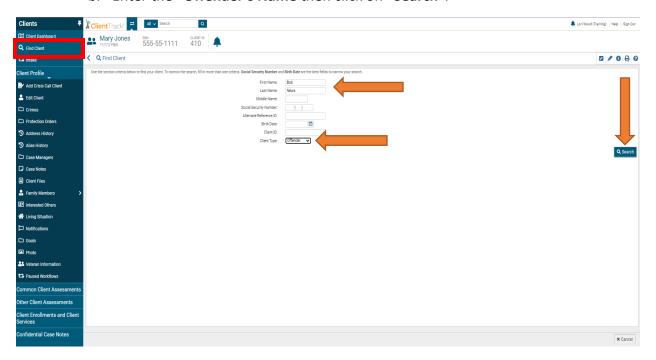
- 6. The "Crimes Assessment" will appear which will display the "Offender's Name" (The "Crimes Assessment" is completed during the "Intake/Enrollment Workflow" and it is important for staff to complete the "Offender's" information during the Client's enrollment in your DV project.
- 7. To view the "Crimes Assessment", click on the little pencil to the left of the "Crimes Assessment" as shown below.



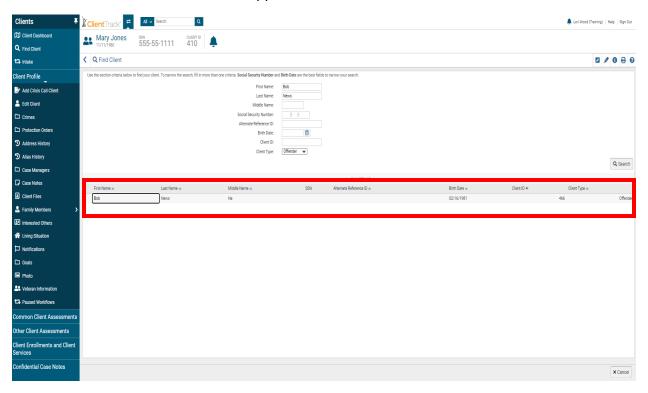
8. The "Crimes Assessment" will display on the screen. The "Offender's Name" will display in the "Abuser" field.



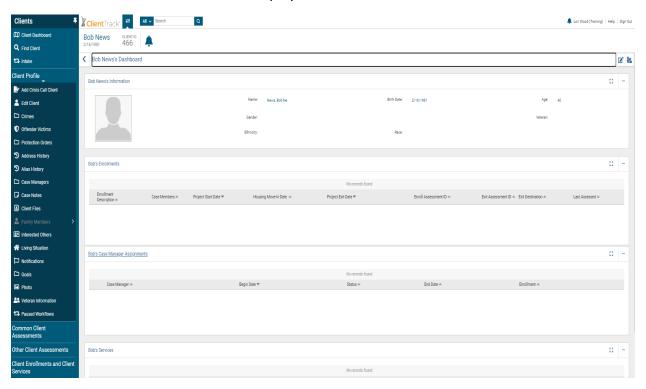
- 9. Next, we will learn how to search for an "Offender".
  - a. On the "Find Client" screen, click on the drop-down arrow on the "Client Type" field and then click on "Offender".
  - b. Enter the "Offender's Name then click on "Search".



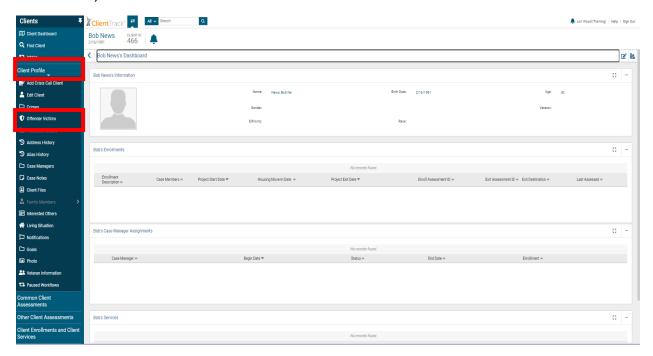
10. The "Offender's" record will appear. Click on the Offender's information.



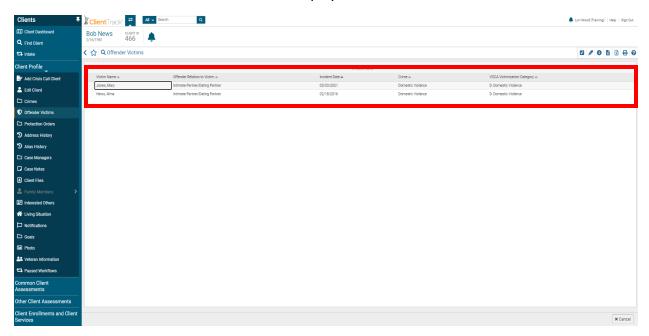
11. The "Offender's Dashboard" displays on the screen.



- 12. From the "Offender's Dashboard", go to the menu on the left side of the screen and click on the "Client Profile" option.
- 13. Next, click on "Offender Victims".



14. A list of this Offender's Victims will display on the screen.



15. NOTE: You have access to view the Offenders and Victims entered by your agency. DV ClientTrack is a "Closed" system and will not allow you to see Offender/Victim records entered by other DV provider agencies.