# Login to the System as a valid user

The user will land on the Home screen which is the Dashboard.



DoHS Case Manager









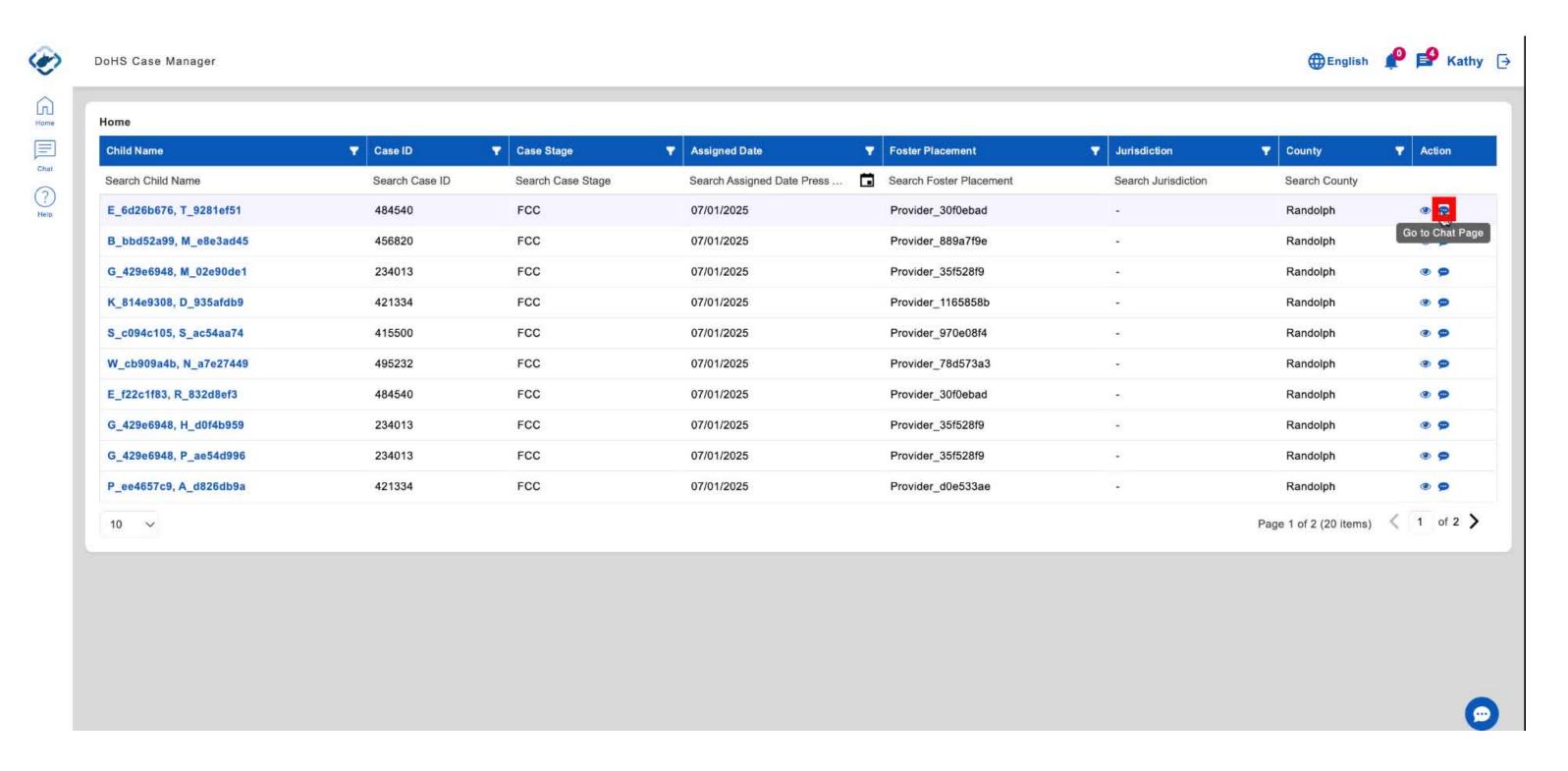




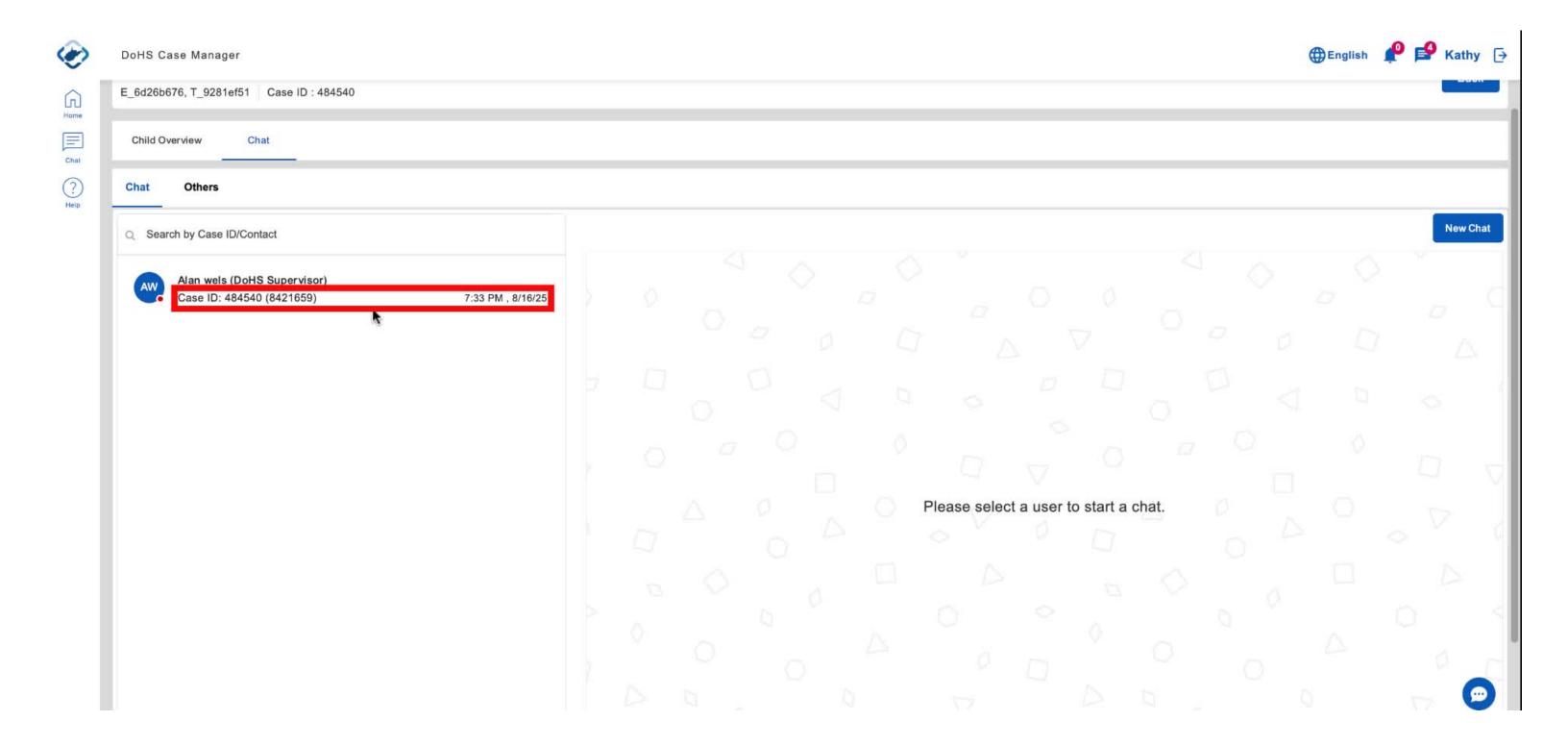


hild Name	Case ID T	Case Stage	Assigned Date	Foster Placement	Jurisdiction	County <b>T</b>	Action
Search Child Name	Search Case ID	Search Case Stage	Search Assigned Da	Search Foster Placement	Search Jurisdiction	Search County	
E_6d26b676, T_9281ef51	484540	FCC	07/01/2025	Provider_30f0ebad		Randolph	<b>© ©</b>
B_bbd52a99, M_e8e3ad45	456820	FCC	07/01/2025	Provider_889a7f9e	#1	Randolph	<b>@ @</b>
G_429e6948, M_02e90de1	234013	FCC	07/01/2025	Provider_35f528f9	Ψ:	Randolph	<b>@ @</b>
K_814e9308, D_935afdb9	421334	FCC	07/01/2025	Provider_1165858b	-1	Randolph	<b>9</b>
S_c094c105, S_ac54aa74	415500	FCC	07/01/2025	Provider_970e08f4	-	Randolph	<b>@ @</b>
W_cb909a4b, N_a7e27449	495232	FCC	07/01/2025	Provider_78d573a3	41	Randolph	<b>9</b>
E_f22c1f83, R_832d8ef3	484540	FCC	07/01/2025	Provider_30f0ebad	<b>=</b> :	Randolph	<b>© ©</b>
G_429e6948, H_d0f4b959	234013	FCC	07/01/2025	Provider_35f528f9	*1	Randolph	<b>@ @</b>
G_429e6948, P_ae54d996	234013	FCC	07/01/2025	Provider_35f528f9	¥:	Randolph	<b>@ @</b>
P_ee4657c9, A_d826db9a	421334	FCC	07/01/2025	Provider_d0e533ae	-1	Randolph	<b>@ @</b>
10 ~					Page 1 of	2 (20 items)	1 of 2 >

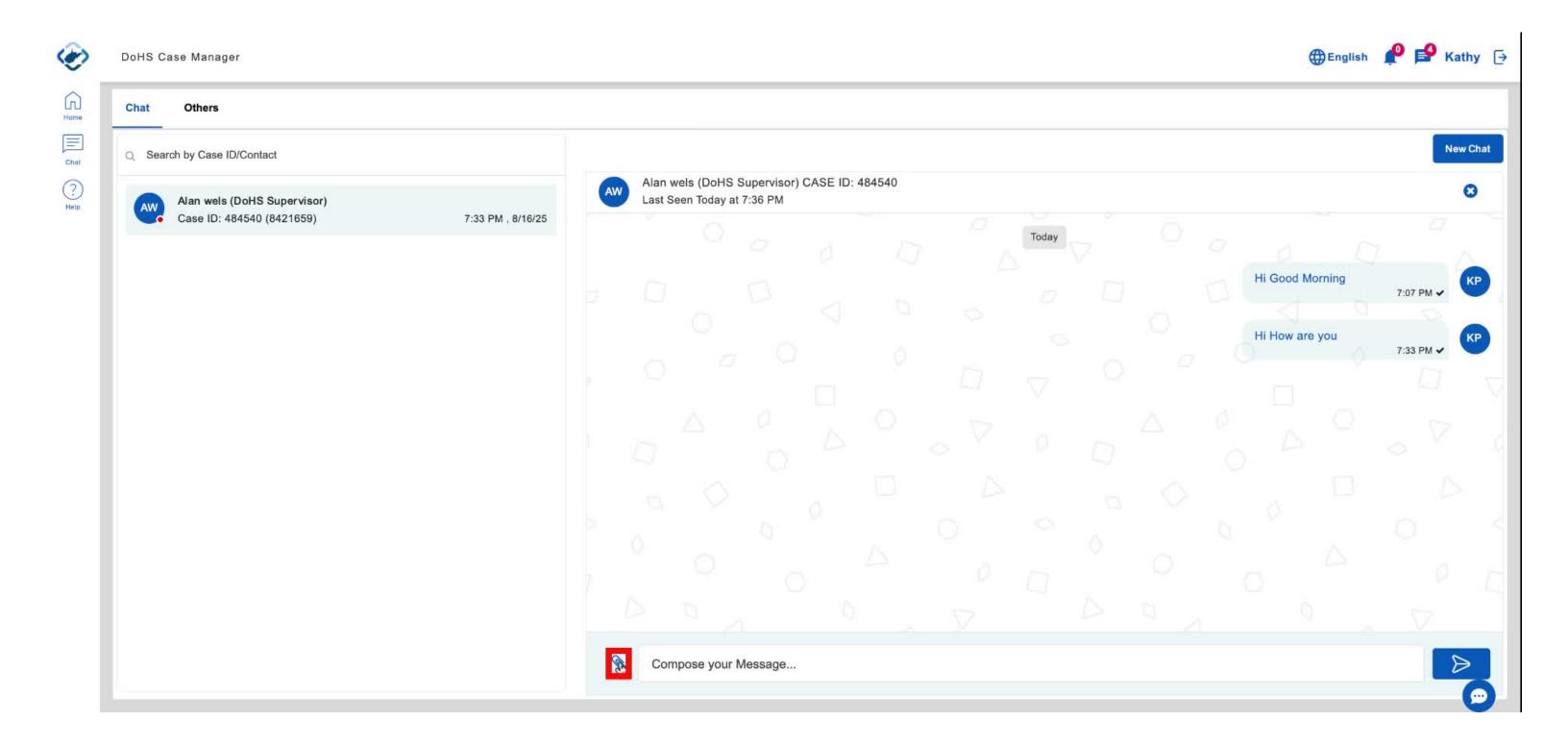
## Click on the chat icon in the Action column to go to the Chat Page.



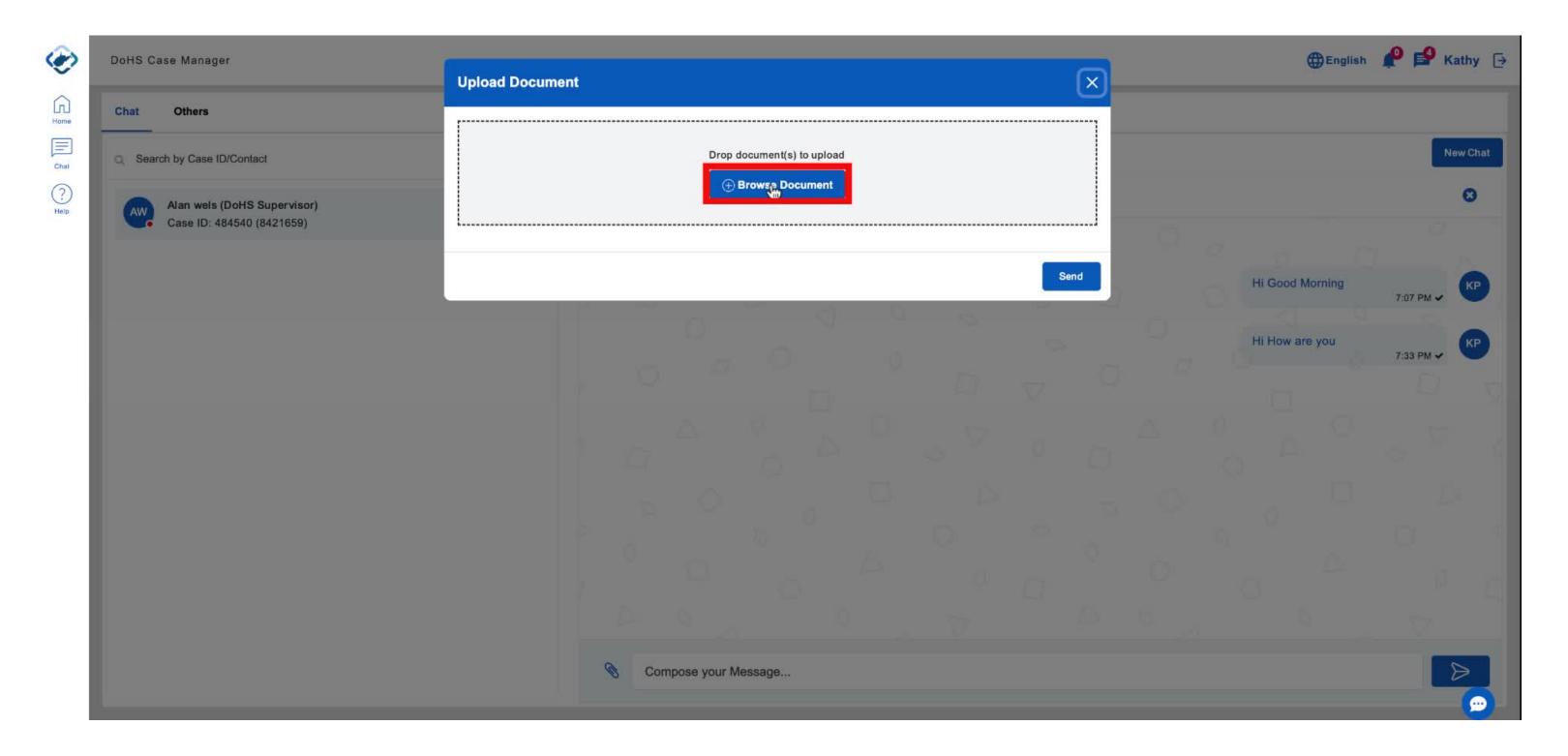
From the left-hand side, select the conversation in which you want to share the file.



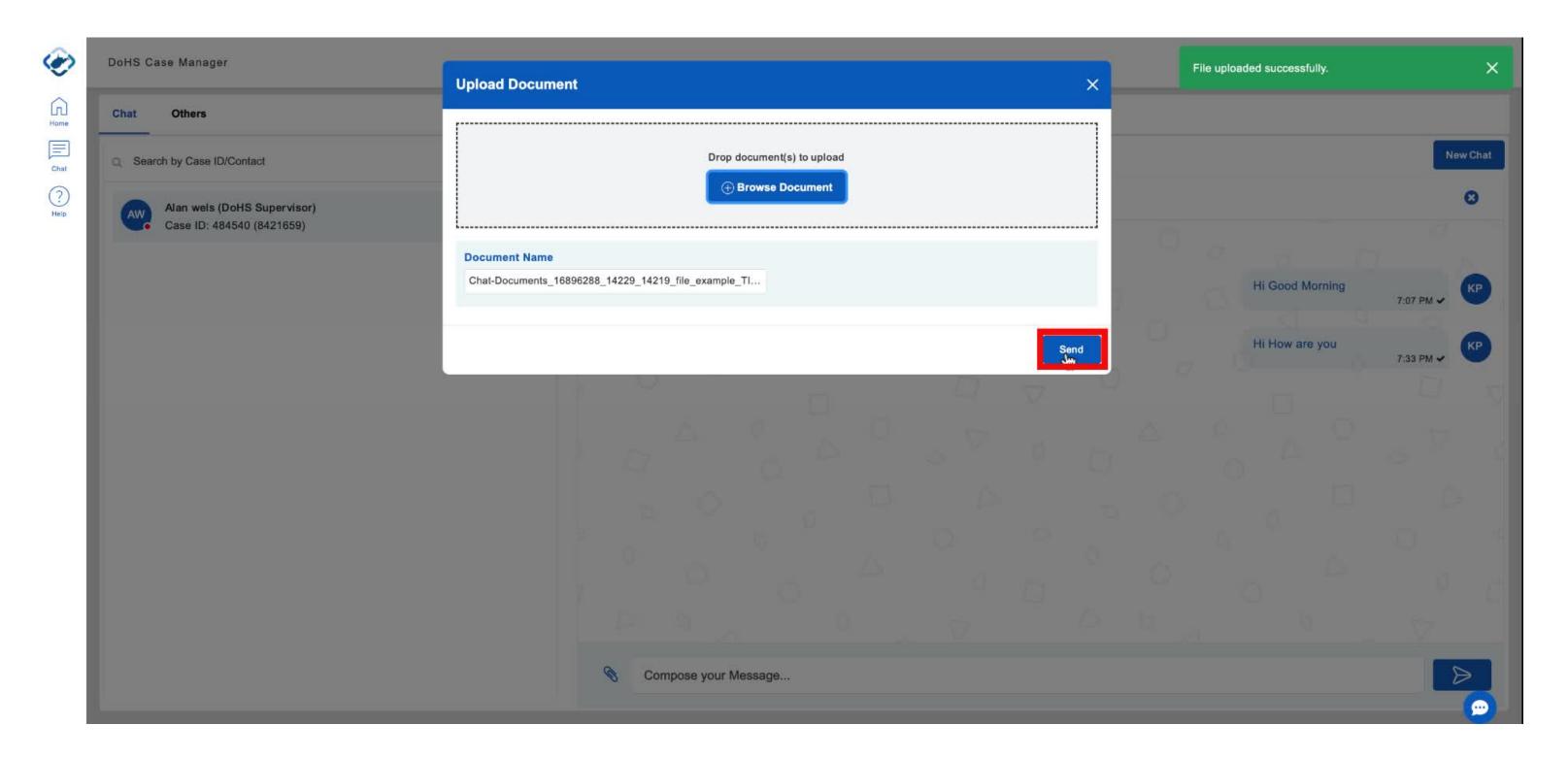
In the chat window, click on the attachment icon to share the file.



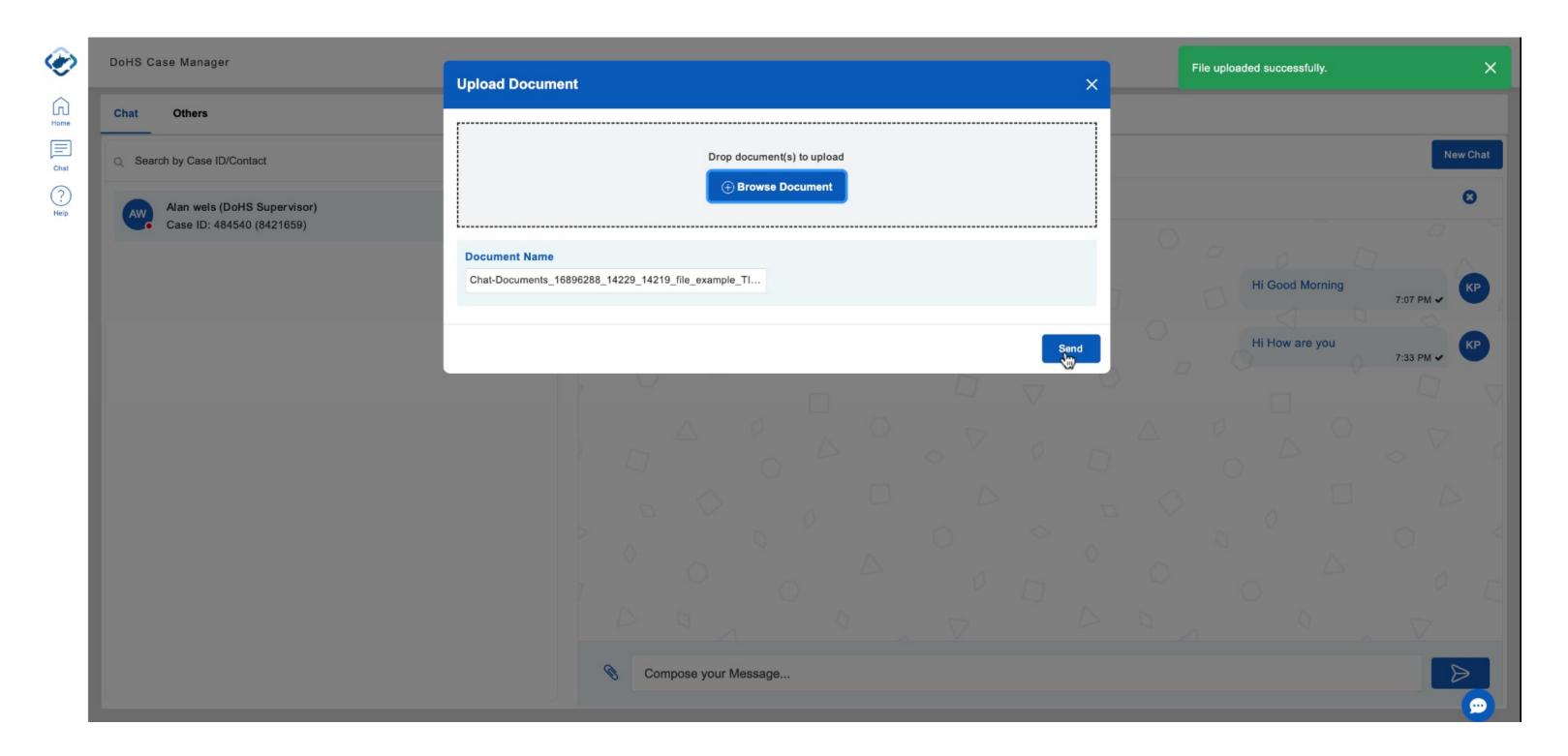
In the Upload Document modal, click on "Browse Document" to select a file.



# After selecting the document, click the "Send" button to share.



# The file is uploaded successfully.



## The file is shared successfully.

