

FIXING RELATIONSHIPS EXERCISE USING THE INSTRUCTOR MATERIALS SANDBOX



Robert _____

Work in Robert and Ann's family; record Robert's surname and ID # here →

ID # _____

I. Remove Robert's spouse – Rachel who has no children	SKILLS COVERED
Review what Robert and Ann's family "looks like" based on your research ○ In Robert's details page, click <i>Edit Couple</i> icon in Robert & Rachel's couple box ○ In the Selection box on right, click <i>Remove and Replace</i> ○ Read the two actions ○ Put a check in the "I have reviewed the relationship..." box ○ Click <i>Remove Person</i> to delete this couple ○ Enter a specific "Reason for My Change" statement ○ Click <i>Remove</i>	▪ Remove person ▪ Review relationship options ▪ Create a reason statement
II. Remove Robert's spouse – Alison who has 3 children	
<u>CANNOT REMOVE A SPOUSE with CHILDREN; Must move all 3 children first</u>	▪ Nothing can be done
III. Move Hannah (see Robert & Alison children) to correct parents - Robert & Ann	
○ Copy Ann's ID # ○ Scroll down to Hannah's box, click <i>Edit Parents</i> icon ○ In the Selection box click <i>Remove or Replace</i> in MOTHER's box [Alison] ○ Put a check in the "I have reviewed the relationship..." box ○ Click <i>Replace Person</i> ○ To find Ann click <i>Find by ID Number</i> in the "Replace Person" window ○ Paste in Ann's ID # ○ In the "Find by ID Number" window click Ann's <i>Add Person</i> ○ Enter a specific Reason for My Change statement and click <i>Replace</i>	▪ Copy Ann's ID Number ▪ Move child by replacing one parent [MOTHER] ▪ Replace Person ▪ Find by ID Number
IV. Move William – from Robert & Alison to correct parents - Robert & Ann	
○ Scroll down William's box, click <i>Edit Parents</i> icon ○ In the Selection box, in CHILD's box [William] click <i>Remove or Replace</i> ○ Put a check in the "I have reviewed the relationship..." box ○ Click <i>Replace Parents</i> ○ Click <i>Find by ID Number</i> and paste Ann's ID # (you have already copied it) ○ Select Find and click <i>Replace Parents</i> ○ Identify the correct parents and click <i>Add Couple</i> ○ Enter a specific Reason for My Change statement and click <i>Replace</i>	▪ Move child by replacing both parents [CHILD] ▪ Add couple ▪ Find by ID Number
V. Remove Frank – Frank is NOT the son of Robert <u>or</u> Alison	
○ Scroll down to Frank's box, click <i>Edit Parents</i> icon ○ In the Selection box, in CHILD's box [Frank] click <i>Remove or Replace</i> ○ Check "I have reviewed..." box and click <i>Remove Parent</i> ○ Enter Reason statement and click <i>Remove</i>	▪ Remove child from family entirely
VI. Remove Robert's spouse – Alison, now that all children have been moved	
Follow same steps found in I. above, only go to Robert & Alison's couple box. ○ In Robert & Alison couple box, click on <i>Edit Couple</i> icon ○ In the Selection box on right, click <i>Remove and Replace</i> ○ Put a check in the "I have reviewed the relationship..." box ○ Click <i>Remove Person</i> to delete this couple ○ Enter a specific Reason for My Change statement ○ Click <i>Remove</i>	▪ Remove incorrect couple

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