1.8 Passport Details

1.8.1 Amending passport details:

1. Use the search facility to locate the person whose passport details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

2. Select Passports menu from the action pane.

3. Select Passport details. The passport details screen will be displayed.

4. Amend passport number, issue date, expiry date and issuing country as necessary.

4. Click the Save button.
1.8.2 Adding Passport details

1. Use the search facility to locate the person whose passport details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

2. Select Passports menu from the action pane.

3. Select New - Passport details
   The blank Passport details form will be displayed

<table>
<thead>
<tr>
<th>Passport details: New</th>
<th>Name: Mr Charlie Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport number</td>
<td>Pers ref: 30000031</td>
</tr>
<tr>
<td>Passport issue date</td>
<td></td>
</tr>
<tr>
<td>Passport expiry date</td>
<td></td>
</tr>
</tbody>
</table>

4. Key in Passport number, issue date, expiry date and issuing country

5. Click the Save button.