

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.

1. Select Passports menu from the action pane.



2. Select **Passport details**

The passport details screen will be displayed

Passport details: Miss Libby Bush		Name: Miss Libby Bush	
		Social security number: NH904568A Pers ref: 30000018	
Passport number	<input type="text" value="P1255456"/>		
Passport issue date	<input type="text" value="25/07/2001"/>		
Passport expiry date	<input type="text" value="25/07/2011"/>		
Issuing country	<input type="text" value="United Kingdom"/>		

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

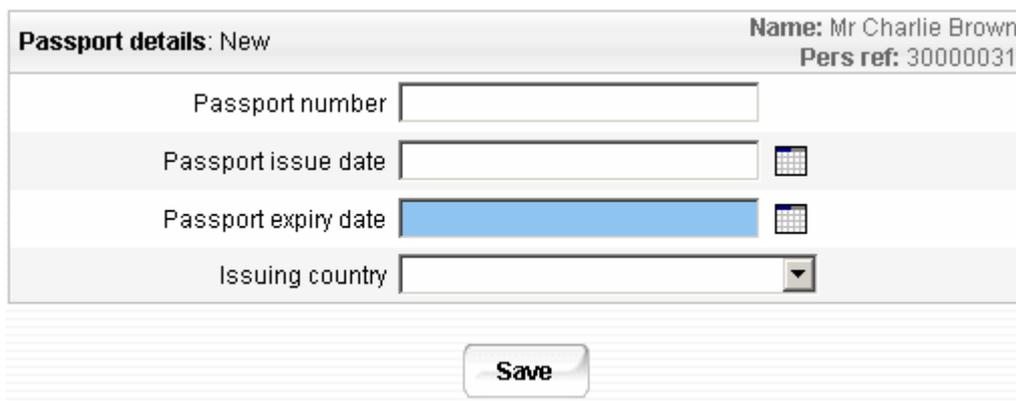
4. Click the  button.

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



A screenshot of a web form titled "Passport details: New". The form is for a person named "Mr Charlie Brown" with a "Pers ref: 30000031". It contains four input fields: "Passport number" (text box), "Passport issue date" (calendar icon), "Passport expiry date" (calendar icon), and "Issuing country" (dropdown menu). A "Save" button is located below the form.

4. Key in Passport number, issue date, expiry date and issuing country
5. Click the **Save** button.