

Add a Banned Status to a Person

1. To add a banned status to a person in WinTen 2+, go to **Household Search** and search for the person.

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Home Household Search 🗵												
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L	doe									Search		
L		Last Name	First Name	SSN	#	Relation	Birth Date	Address	City	State Z		
Doe, Jane												
	Viet	N_ Doe	Jane	###-##-1234	1	Self	11/22/1970					
		<u> </u>										

2. Click **View** to view the household information. On the next screen, click on the **Members** tab. Next, click on an individual household member name to open that specific **Person** record.

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Home Household Search Household - Doe, Jane S	3									
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Household Summary										
Head of Household Doe, Jane S	Household ID 3004	ld ID 3004 Household Size 1					View Customer Record			
Unit # Building	Entrance #	ntrance # Last Certification Comple			eted					
Address		Incom	Level Und	efined						
		Housing	Status Non	e						
Certifications Housing Specialist Members Income	Assets Expenses Custom F	Fields Pets Vouchers	RFTAs	nit Offers	Units Applica	ations HAP Co	ontracts eT	rans		
Add Household Member										
Relationship to Head Name	Member 🔺	SSN Birthdate	Age	Gender	Begin Date	End Date	Banned			
► Self	1	###-##-1234 11/22/19	70 43	Female	11/22/2013 🖂			1		
Spouse Doe, Steven	2	###-##-0987 12/22/19	5 47	Male	12/1/2013			1988 1987		

3. On the Person record screen, click on the Ban Log. To add a ban to this person, click on Add Ban.

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	Person Details Addresses Income	Assets Expenses Custom	m Fields Medical Insurance Services Contacts EID Community Service Ban Log	
	Add Ban (h)			
	Start Date End Date	Created By	Notes	
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4. Enter a Start Date and any Notes, then click Save.

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1	Person Details Ac	ddresses Income	Assets Expenses Custor	m Fields Medical Insurance Services Contacts EID Community Service Ban Log
	🛨 Add Ban			
U	Start Date	End Date	Created By	Notes
I	11/1/2013		BRANUM, Jack (JBRANUM	
l				Type any notes here
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1				
				OK Cancel .:



5. This specific person is now marked as banned.

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Home Household Search Household - Doe, Jane S	Person - Jane Doe 🛛									
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Person Details Addresses Income Assets Expenses C	yston under Medical Insurance Services Contacts EID Community Service Ban Log									
Add Ban PERSON IS CURRENTLY BANNED	Add Ban PERSON IS CURRENTLY BANNED									
Start Date End Date Created By	Notes									
11/1/2013 BRANUM, Jack (JBRANU	M Type any notes here 🗹 🛅									

6. When viewing the **Certification** information, WinTen 2+ indicates that the household now contains a banned member.



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Household Summary										
Head of Household Doe, Jane S		Household ID	3004	Household Size 1		View Customer Record				
Unit #	Building	Entrance #	Last Certi	fication Completed						
Address				Income Level Under	Undefined					
		HUU	SEHOLD CONTAINS BANN							
Certifications Housing Specialist	Members Income Ass	ets Expenses	Custom Fields Pets	Vouchers RFTAs Unit	it Offers Units Applica	tions HAP Contracts eTrans				
Print Certifications										
Program Type	Certification Type	Status	Finalization Result	Housing Specialist	Finalized By	Effective Date 🔹				
View Public Housing	New Admission	In Process				12/1/2013				

7. Any household containing banned members now appears in red font in the Household Search

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	doe										Search	
		Last Name	First Name	SSN	#	Relation	Birth Date	Address	City	1	State	Z
	Doe, Jane	e						Address City State 2				
	View	Doe	Jane	###-##-1234	1	Self	11/22/1970					

8. A person's banned status also appears on any **Waiting List** screen.

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	Home Waiting List - Public Housing												
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1	Waiting Lis	ts			Bedrooms		_			_			
	Public He	ousing			1 💭 🛛 F	ilter by Bedroom Si	ze		Limit	Results 🧕 🧿) 100 🤇	500 🔘 1000 🤇	
	Applicants												
		Rank 🔺	Applicant	Application Date	Status	Preference W	Income L	Household	Age Qualific	Bedro	Balance	Banned Applic	
	View	4	Doe, Jane	11/22/2013 3:14	CURRENTLY ON WAIT	0	Extremely		Adult	1			6