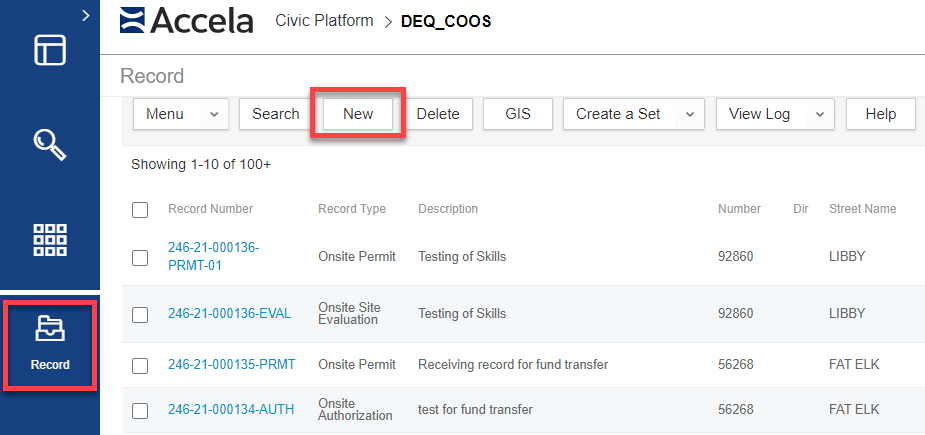
**Changes when Creating New Records, Starting June 28**

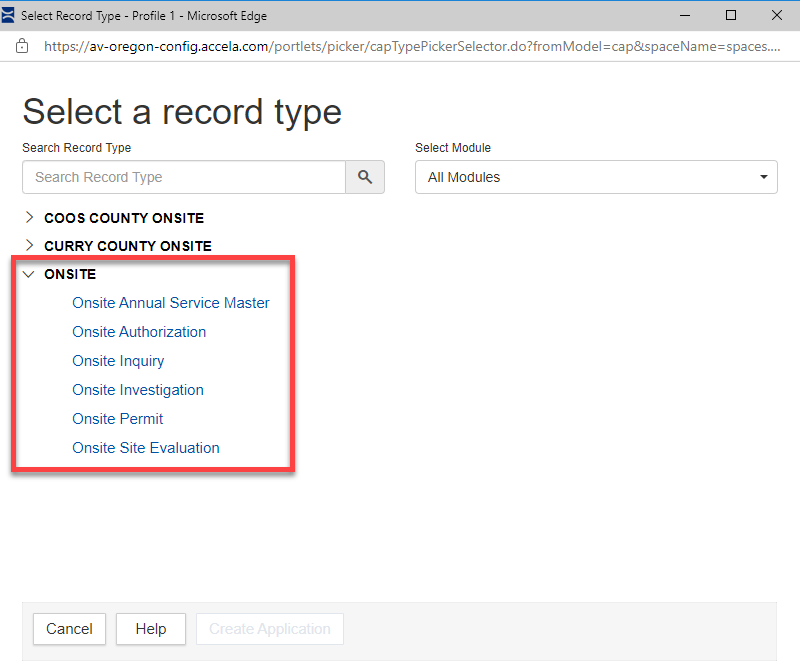
Starting on Mon, June 28, you will notice a small change to the UI when creating a new record for

DEQ\_COOS, DEQ\_MEDFORD, CURRY\_CO, and JOSEPHINE\_CO.

1. Click ***New*** to create a new record.



1. The record selection screen will now look like the screenshot below. Expand the ***ONSITE*** group of records and click on the ***record type*** you would like to create. ***The remainder of the record creation process has not changed.***



1. **Special Note**: Depending on your agency, you will see a list of other grouped record types. In this example, I am logged into ***DEQ\_COOS*** and see ***COOS COUNTY ONSITE*** and ***CURRY COUNTY ONSITE***. But this list will be different depending on your agency. These groupings are configured for Citizen Access only so please disregard the groupings other than ***ONSITE***.