

QRG – Add new address to client record

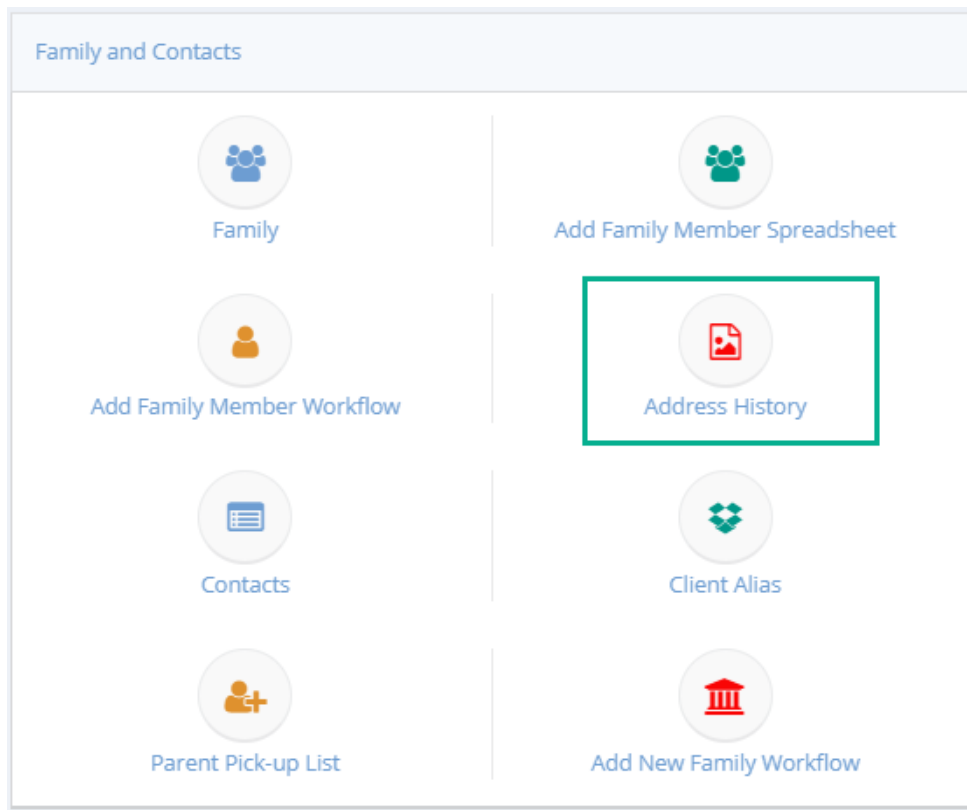
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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR – For users to add or update the client’s address

STEP 1 – Case Management > Family and Contacts > Address History



STEP 2 – Add New

Client Address History

+ Add New

Total Rows: 3

Type	Address	Begin - End Date	Family Name	Client ID	AddressID
Current Address	4012 North Kansas Avenue, Kansas City, MO 64117	12/14/2018 - Open	Test.Test-1972-10-03	641374	816113
Current Address	600 Broadway Boulevard, Kansas City, MO 64105	3/7/2019 - Open	tester.tester-	641374	827310
Previous Address	4012 North Kansas Avenue, Kansas City, MO 64117	2/23/2018 - 12/14/2018	Test.Test-1972-10-03	641374	771272

STEP 3 – Enter information and SAVE

Add New

Edit Client Address

Address Type: Current Address

Address Location

Address 1:

Address 2:

Zip Code:

City:

Neighborhood:

Verify Address:

Latitude:

Longitude:

County:

State:

Country: United States of America

Rural Area Status:

Update All Family Members:

Time period of the address

Begin Date: 05/23/2019

End Date: Open