



FuSioN User Guide

Copy a Primary Address

Overview	This User Guide details how to copy a Primary Address.
Hints & Tips	The Copy Primary Address allows you to copy addresses between Persons recorded in FuSioN. It is helpful when a family changes address as you can change the address of one person, then use the copy function for all other family members.

Copy a Primary Address

Step	Action
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From the **Case** screen, navigate to the persons section.

1.

Case : (100014890) History Select One...

Save

Case Services Brief Interventions Case Management Review Notes (1) Related Activities

Referral Information

*Type Unknown Referral Date 01/08/2018 *Time 8:06AM

Contact Method 06-Telephone

Primary Issue Family Support

*Status Open

Corridor PERTH / MIDLAND

Closure Date

Reason for Case Closure

Hours

Initial Screening	1.00	Service Delivery	3.00
Assessment	1.00	Brief Intervention	0.00
Total hours	5.00		

***Summary**
Test case

Assessment

Are there any children identified in this case? Yes No

Number of children

Are there other agencies involved? Yes No

Person Find First 1-2 of 2 Last

*Person ID 469195 Surname TEST Referral Age 9 Aboriginal Not Aboriginal

Gender Male Forename Person1 Current Age 9 CaLD No

Client Consent Yes Primary Address 500 William Street, Perth, WA, 6000, AUS Phone 9444 44444

Issue Details

*Issue	*Detail
Family Support	Immediate Family

Copy Primary Address

Click **Save**.

Select the **Copy Primary Address** button.

2.

*Person ID 469195 Surname TEST Referral Age 9 Aboriginal Not Aboriginal

Gender Male Forename Person1 Current Age 9 CaLD No

Client Consent Yes Primary Address 500 William Street, Perth, WA, 6000, AUS Phone 9444 44444

Issue Details

*Issue	*Detail
Family Support	Immediate Family

Copy Primary Address

*Person ID 469196 Surname TEST Referral Age 14 Aboriginal Not Recorded

Gender Male Forename Person2 Current Age 14 CaLD Not Recorded

Client Consent Yes Primary Address Phone

Issue Details

*Issue	*Detail
Financial Assistance	Income
Parent Adolescent Conflict	Breakdown in Communication

Copy a Primary Address

Step	Action																																				
3.	<p>Check the Copy From box, for the address/phone intended to be copied then check the Copy To box.</p> <div data-bbox="260 555 1422 748"> <p>Copy Primary Address - Person Details</p> <table border="1"> <thead> <tr> <th>Copy From</th> <th>Copy To</th> <th>Include Primary Phone</th> <th>Person ID</th> <th>Surname</th> <th>Forename</th> <th>Effective Date</th> <th>Gender</th> <th>Birth Date</th> <th>Age</th> <th>Primary Address</th> <th>Primary Phone</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>450936</td> <td>CFTEST04</td> <td>Child1</td> <td>19/06/2014</td> <td>Female</td> <td>01/01/2010</td> <td>4</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>450937</td> <td>CFTEST04</td> <td>Child2</td> <td>19/06/2014</td> <td>Female</td> <td>01/01/2008</td> <td>6</td> <td>21 Royal St, East Perth, WA, 6004, AUS</td> <td>040/012-3456</td> </tr> </tbody> </table> <p>OK Cancel</p> </div> <p>Select OK.</p>	Copy From	Copy To	Include Primary Phone	Person ID	Surname	Forename	Effective Date	Gender	Birth Date	Age	Primary Address	Primary Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	450936	CFTEST04	Child1	19/06/2014	Female	01/01/2010	4			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	450937	CFTEST04	Child2	19/06/2014	Female	01/01/2008	6	21 Royal St, East Perth, WA, 6004, AUS	040/012-3456
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4.	<p>The address and phone number have now been copied.</p> <div data-bbox="260 954 1441 1556"> <p>Person</p> <p>*Person ID 450936 Surname CFTEST04 Referral Age Aboriginal Aboriginal Gender Female Forename Child1 Current Age 4 CaLD No Client Consent Withdraw Cons Primary Address 21 Royal St, East Perth, WA, 6004, AUS Phone 040/012-3456 Alert Exists</p> <p>Issue Details</p> <table border="1"> <thead> <tr> <th>*Issue</th> <th>*Detail</th> </tr> </thead> <tbody> <tr> <td>Other Issue</td> <td>Education Issue</td> </tr> </tbody> </table> <p>Copy Primary Address</p> <hr/> <p>*Person ID 450937 Surname CFTEST04 Referral Age Aboriginal Not Aboriginal Gender Female Forename Child2 Current Age 6 CaLD Yes Client Consent No Primary Address 21 Royal St, East Perth, WA, 6004, AUS Phone 040/012-3456</p> <p>Issue Details</p> <table border="1"> <thead> <tr> <th>*Issue</th> <th>*Detail</th> </tr> </thead> <tbody> <tr> <td>Mental Health</td> <td>Other</td> </tr> </tbody> </table> </div>	*Issue	*Detail	Other Issue	Education Issue	*Issue	*Detail	Mental Health	Other																												
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