Western Australian Family Support Networks

A statewide network of high quality, integrated services that supports families and young people at risk.

FuSioN User Guide

Naming Conventions
The FuSioN database allows users to record notes and add documents. This feature is available in both the case and service screens. To ensure consistency across the Armadale Family Support Network, the following naming conventions for notes and documents are required. By using these naming conventions, it is easier to search, retrieve and analyse the important client information recorded against a client record. There is a FuSioN User Guide which further details the steps and actions required to record notes and attach documents.
Notes: The subject of the note is to be recorded with the following information: Client Name, Purpose of Note, Date For example: Teresa Fairy, Home Visit, 1 January 2012 **This naming convention is to be used for all notes that are recorded.**
Documents: The following is to be recorded for the file name prior to attaching a document: Client Name, Purpose of Document, Date For example: Teresa Fairy, Assessment Report, 1 January 2012 **This naming convention is to be used for all document types that are attached (such as Word, Adobe, Excel).**