



# FuSioN User Guide

## Viewing, Recording and Updating a Person's Details

<b>Overview</b>	This User Guide details how to view records and update a Person's details.
<b>Hints &amp; Tips</b>	A Person's details will change over time.  Please ensure a Person's details are updated as information becomes available and known.

## Viewing, Recording and Updating a Person's Details

Step	Action
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- Navigate to the client's **Person View**.  
Click on **View Person Details** link.

**Person View** History Select One...

Refresh | Return to Search

Actions Add Case Go

**Summary**

<b>Person ID</b> 455453	<b>Gender</b> Female
<b>Surname</b> DOH	<b>Date of Birth (K)</b> 1/3/2010
<b>Forename</b> Pixee	<b>Date of Birth (E)</b>
<b>Address (P)</b>	<b>Estimated Age</b> 5
<b>Phone (P)</b>	<b>CaLD</b> No
<b>Interpreter Required</b>	<b>Aboriginal</b> Not Aboriginal
	<b>Alert Exists ?</b> No

[View Person Details](#)

Activities Case Details

- The Person Details screen for the client displays:

**Person Details** History Select One...

Save | Go to Person View

<b>Person ID</b> 455453	<b>Address</b>
<b>Surname</b> DOH	<b>Phone Number</b>
<b>Forename</b> Pixee	<b>Gender</b> Female
<b>Date of Birth(K)</b> 1/3/2010	<b>Aboriginal</b> Not Aboriginal
<b>Age</b> 5 Y 1 M	<b>CaLD</b> No
<b>Interpreter</b>	

**Person Information**

**Prefix**

**\*Forename**  **Complete** Meets Criteria [More Names](#)

**\*Surname**  **Middle Name**

**Gender**

**Date of Birth Information** Personalize | Find | View All

Type	Date	Year(s)	Month(s)
Actual DOB	01/03/2010	5	1

**Identity and Culture**

**Country of Birth**  Australia

**\*Aboriginal**  **\*CaLD**

\* In this context the term Aboriginal is inclusive of TSI

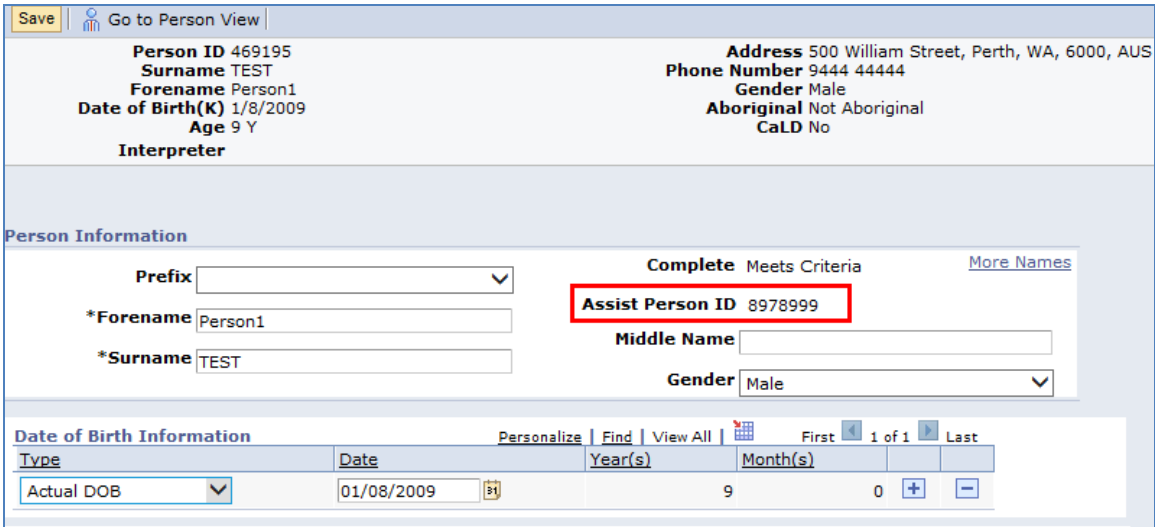
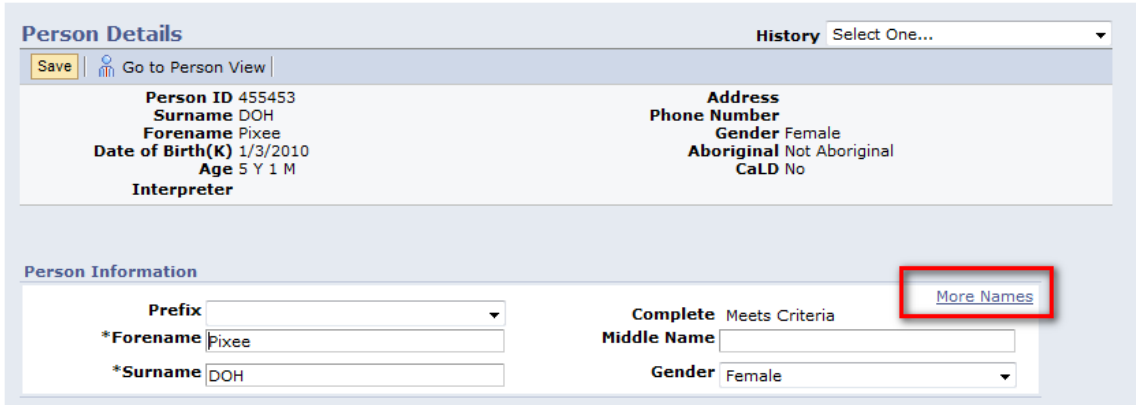
**Language** View All

*Language	Primary	Interpreter Required
English	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Ethnicity** View All

*Ethnicity
Australian

## Viewing, Recording and Updating a Person's Details

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3.	<p>Note - If you are an Intensive Case Management worker, there will be an <b>Assist Person ID</b> field displayed in the Person Details screen. The field is not visible to workers that are not Intensive Case Management workers.</p> <p>The field is read-only – The Assist Person ID is recorded by the Child Protection Leader from CPFS.</p>  <p>The screenshot shows the 'Person Details' form for Person ID 469195. The form includes fields for Surname (TEST), Forename (Person1), Date of Birth (1/8/2009), Age (9 Y), and Interpreter. It also displays contact information: Address (500 William Street, Perth, WA, 6000, AUS), Phone Number (9444 44444), Gender (Male), Aboriginal status (Not Aboriginal), and CaLD status (No). The 'Person Information' section has a 'Prefix' dropdown, 'Forename' (Person1), 'Surname' (TEST), 'Middle Name' field, and 'Gender' (Male) dropdown. The 'Complete' status is 'Meets Criteria' and there is a 'More Names' link. The 'Date of Birth Information' table shows 'Actual DOB' as 01/08/2009 with age 9. The 'Assist Person ID' field is highlighted with a red box and contains the value 8978999.</p>
4.	<p>To add names to an existing person, select the <b>More Names</b> link.</p>  <p>The screenshot shows the 'Person Details' form for Person ID 455453. The form includes fields for Surname (DOH), Forename (Pixee), Date of Birth (1/3/2010), Age (5 Y 1 M), and Interpreter. It also displays contact information: Address, Phone Number, Gender (Female), Aboriginal status (Not Aboriginal), and CaLD status (No). The 'Person Information' section has a 'Prefix' dropdown, 'Forename' (Pixee), 'Surname' (DOH), 'Middle Name' field, and 'Gender' (Female) dropdown. The 'Complete' status is 'Meets Criteria' and there is a 'More Names' link highlighted with a red box.</p>

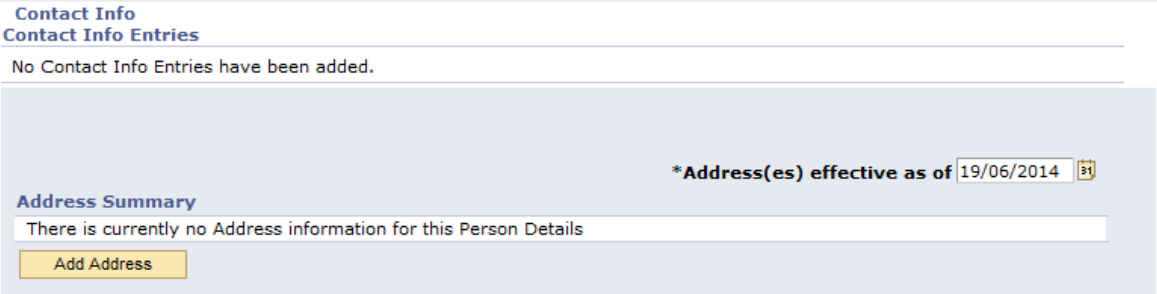
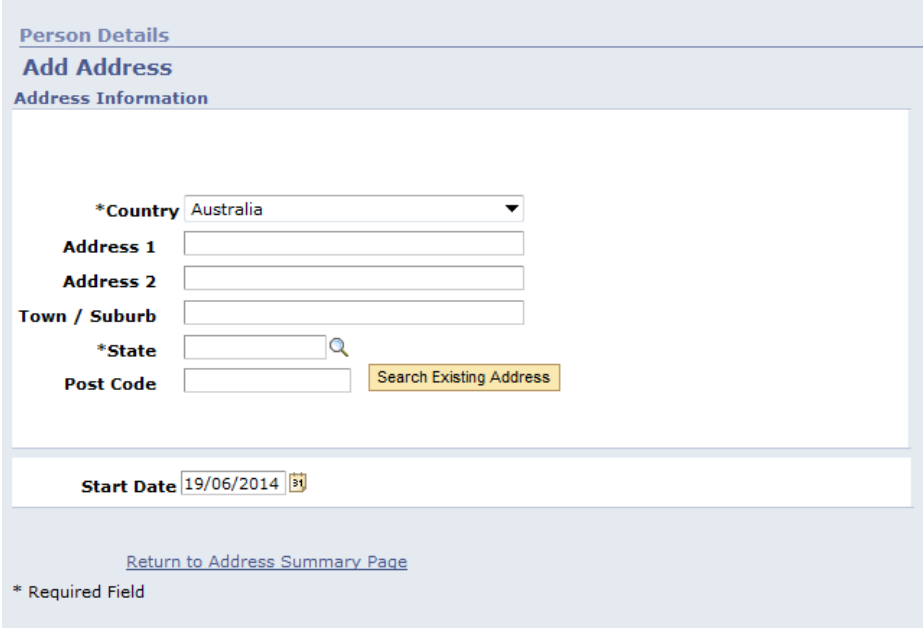
## Viewing, Recording and Updating a Person's Details

Step	Action								
5.	<p>Select the <b>Add New Name</b> button.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0; margin: 10px 0;"> <p><b>Person Details</b></p> <p><b>Edit name for Pixee DOH</b></p> <p><b>Person Names</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;"><input type="checkbox"/></th> <th style="width: 50%;">Name</th> <th style="width: 20%;">Name Type</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>DOH, Pixee</td> <td>Preferred</td> <td style="text-align: center;"><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p><input style="border: 2px solid red;" type="button" value="Add New Name"/></p> <p><input type="button" value="OK"/></p> </div>	<input type="checkbox"/>	Name	Name Type		<input checked="" type="checkbox"/>	DOH, Pixee	Preferred	<input type="button" value="Edit"/>
<input type="checkbox"/>	Name	Name Type							
<input checked="" type="checkbox"/>	DOH, Pixee	Preferred	<input type="button" value="Edit"/>						
6.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li><b>Name Type</b></li> <li><b>Prefix</b></li> <li>Enter a <b>Forename</b>, <b>Surname</b> and <b>Middle Name</b> where applicable</li> <li><b>OK</b></li> </ul> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0; margin: 10px 0;"> <p><b>Person Details</b></p> <p><b>Add Name for Pixee DOH</b></p> <p><b>Name Information</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Name Type <input style="width: 100%;" type="text" value="Preferred Name"/></p> <p>Prefix <input style="width: 150px;" type="text"/></p> <p>*Forename <input style="width: 150px;" type="text"/> Middle Name <input style="width: 150px;" type="text"/></p> <p>*Surname <input style="width: 150px;" type="text"/></p> </div> <p><input type="button" value="OK"/> <a href="#">Return to Person Name Summary</a></p> <p>* Required Field</p> </div>								

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Step	Action																														
7.	<p>Both names will now display.</p> <p>Check the box for the <b>Primary</b> name of the client.</p> <p>To edit either name, click on the <b>Edit Button</b>.</p> <p>If you are finished click <b>OK</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0; margin-top: 10px;"> <p><b>Person Details</b></p> <p><b>Edit name for Pixee DOH</b></p> <p><b>Person Names</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Primary</th> <th style="width: 50%;">Name</th> <th style="width: 20%;">Name Type</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>DOH, Pixee</td> <td>Preferred</td> <td style="text-align: center;"><a href="#">Edit</a></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>DOH, Pixee Trixie</td> <td>Preferred</td> <td style="text-align: center;"><a href="#">Edit</a></td> </tr> </tbody> </table> <p style="margin-top: 5px;"><a href="#">Add New Name</a></p> <p style="margin-top: 5px;"><a href="#">OK</a></p> </div>	Primary	Name	Name Type		<input checked="" type="checkbox"/>	DOH, Pixee	Preferred	<a href="#">Edit</a>	<input type="checkbox"/>	DOH, Pixee Trixie	Preferred	<a href="#">Edit</a>																		
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8.	<p><b>Date of Birth</b> and <b>Identity and Culture</b> information can be completed and updated.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0; margin-top: 10px;"> <p><b>Date of Birth Information</b> <span style="float: right;">Personalize   Find   View All   First 1 of 1   Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Type</th> <th style="width: 20%;">Date</th> <th style="width: 15%;">Year(s)</th> <th style="width: 15%;">Month(s)</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Actual DOB</td> <td>01/03/2010</td> <td>5</td> <td>1</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p style="margin-top: 10px;"><b>Identity and Culture</b></p> <p><b>Country of Birth</b> <input type="text" value="AUS"/> Australia</p> <p><b>*Aboriginal</b> <input type="text" value="Not Aboriginal"/> <b>*CaLD</b> <input type="text" value="No"/></p> <p><small>* In this context the term Aboriginal is inclusive of TSI</small></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: left;"><b>Language</b> <span style="float: right;">View All   First 1 of 1   Last</span></th> <th colspan="3" style="text-align: left;"><b>Ethnicity</b> <span style="float: right;">View All   First 1 of 1   Last</span></th> </tr> <tr> <th style="width: 15%;">*Language</th> <th style="width: 15%;">Primary</th> <th style="width: 15%;">Interpreter Required</th> <th style="width: 15%;">*Ethnicity</th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>English</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Australian</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div>	Type	Date	Year(s)	Month(s)			Actual DOB	01/03/2010	5	1	+	-	<b>Language</b> <span style="float: right;">View All   First 1 of 1   Last</span>			<b>Ethnicity</b> <span style="float: right;">View All   First 1 of 1   Last</span>			*Language	Primary	Interpreter Required	*Ethnicity			English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Australian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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## Viewing, Recording and Updating a Person's Details

Step	Action
9.	<p>If a client does not have an address recorded, then select the <b>Add Address</b> button.</p>  <p>Complete the details;</p>  <p>Select the <b>Search Existing Address</b> button and select an address. If search results return no matching address then select the Return button, then <b>Save</b>.</p>

## Viewing, Recording and Updating a Person's Details

Step	Action										
10.	<p>If a client has an address recorded and needs to be updated, select the <b>Update</b> button to record a new address.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <p><b>Contact Info</b></p> <p style="text-align: right;">*Address(es) effective as of 19/06/2014 <span style="border: 1px solid #ccc; padding: 0 5px;">31</span></p> <p><b>Address Summary</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Primary</th> <th style="text-align: center;">Address</th> <th style="text-align: center;">Start Date</th> <th style="text-align: center;">End Date</th> <th style="text-align: center;">Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>21 Royal St, East Perth, WA, 6004, AUS</td> <td style="text-align: center;">19/06/2014</td> <td></td> <td style="text-align: center;"><input type="button" value="Update"/></td> </tr> </tbody> </table> </div>	Primary	Address	Start Date	End Date	Update	<input checked="" type="checkbox"/>	21 Royal St, East Perth, WA, 6004, AUS	19/06/2014		<input type="button" value="Update"/>
Primary	Address	Start Date	End Date	Update							
<input checked="" type="checkbox"/>	21 Royal St, East Perth, WA, 6004, AUS	19/06/2014		<input type="button" value="Update"/>							
11.	<p>Select <b>Correct this person's address</b> to enable the screen.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <p><b>Person Details</b></p> <p><b>Update Address</b></p> <p><b>Address Information</b></p> <p>*Country Australia</p> <p><b>Address 1</b> 21 ROYAL ST</p> <p><b>Address 2</b></p> <p><b>Town / Suburb</b> EAST PERTH</p> <p>*State WA Western Australia</p> <p><b>Post Code</b> 6004</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 10px;"> <a href="#">Correct this person's address</a> </div> <p><b>Start Date</b> 19/06/2014</p> <p style="text-align: center;"><a href="#">Return to Address Summary Page</a></p> <p>* Required Field</p> </div>										

## Viewing, Recording and Updating a Person's Details

Step	Action
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12.

Complete the fields with the required address.  
 Ensure that the correct start date of the address has been recorded, then select **Search Existing Address** button.

**Person Details**  
**Add Address**  
**Address Information**

\*Country: Australia  
 Address 1: 189 royal st  
 Address 2:   
 Town / Suburb: East Perth  
 \*State: WA  
 Post Code: 6004

Start Date: 19/06/2014

[Return to Address Summary Page](#)

\* Required Field

13.

If the required address is available within the Search Results, **Select** the button.  
 If the correct address does not display, then choose the **Return** button.

**Address Search Result List**

**Search Results**

Find | View All | First | 1-4 of 4 | Last

Select	Address
Select	189 ROYAL ST, EAST PERTH, 6004, WA, AUS
Select	189 ROYAL STREET , EAST PERTH , 6004, WA, AUS
Select	189 ROYAL STREET, EAST PERTH, 6004, WA, AUS
Select	189 ROYAL STREET, TEST, EAST PERTH, 6004, WA, AUS

Return



## Viewing, Recording and Updating a Person's Details

Step	Action															
14.	<p>If the address is correct, select <b>Save</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Person Details</b> <b>Add Address</b> <b>Address Information</b></p> <p>*Country <input type="text" value="Australia"/></p> <p>Address 1 <input type="text" value="189 royal st"/></p> <p>Address 2 <input type="text"/></p> <p>Town / Suburb <input type="text" value="East Perth"/></p> <p>*State <input type="text" value="WA"/> <input type="button" value="Search Existing Address"/> Western Australia</p> <p>Post Code <input type="text" value="6004"/> <input type="button" value="Search Existing Address"/></p> <hr/> <p>Start Date <input type="text" value="19/06/2014"/></p> <p><input type="button" value="Save"/> <a href="#">Return to Address Summary Page</a></p> </div>															
15.	<p>Please ensure that if there is more than one address recorded, the <b>Primary</b> box has been ticked for the Primary Address.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: right;">*Address(es) effective as of <input type="text" value="01/07/2014"/></p> <p><b>Address Summary</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Primary</th> <th style="text-align: left;">Address</th> <th style="text-align: center;">Start Date</th> <th style="text-align: center;">End Date</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><a href="#">189 Royal St, East Perth, WA, 6004, AUS</a></td> <td style="text-align: center;">06/06/2014</td> <td></td> <td style="text-align: center;"><input type="button" value="Update"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><a href="#">10-12 Pollard Street, Boddington, WA, 6390, AUS</a></td> <td style="text-align: center;">06/06/2014</td> <td></td> <td style="text-align: center;"><input type="button" value="Update"/></td> </tr> </tbody> </table> </div>	Primary	Address	Start Date	End Date		<input checked="" type="checkbox"/>	<a href="#">189 Royal St, East Perth, WA, 6004, AUS</a>	06/06/2014		<input type="button" value="Update"/>	<input type="checkbox"/>	<a href="#">10-12 Pollard Street, Boddington, WA, 6390, AUS</a>	06/06/2014		<input type="button" value="Update"/>
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<input type="checkbox"/>	<a href="#">10-12 Pollard Street, Boddington, WA, 6390, AUS</a>	06/06/2014		<input type="button" value="Update"/>												
16.	<p>Select the <b>Add Phone/Update</b> button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Phone Summary</b></p> <p>There is currently no Phone information for this Person Details</p> <p><input type="button" value="Add Phone"/></p> </div>															

## Viewing, Recording and Updating a Person's Details

Step	Action														
17.	<p>Complete the required fields, then <b>OK</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p><b>Person Details</b></p> <p><b>Add Phone</b></p> <p><b>Phone Information</b></p> <p>*Purpose <input type="text" value="Home"/></p> <p>Country Code <input type="text" value="61"/></p> <p>*Number <input type="text"/></p> <p>Start Date <input type="text" value="19/06/2014"/> End Date <input type="text"/></p> <p><input type="button" value="OK"/> <a href="#">Return to Phone Summary Page</a></p> <p>* Required Field</p> </div>														
18.	<p>The phone number will now display in the <b>Person Details</b> page.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p><b>Phone Summary</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Primary</th> <th style="width: 10%;">Int'l Prefix</th> <th style="width: 30%;">Phone Number</th> <th style="width: 15%;">Purpose</th> <th style="width: 15%;">Start Date</th> <th style="width: 15%;">End Date</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td>040/012-3456</td> <td>Home</td> <td>19/06/2014</td> <td></td> <td style="text-align: center;"><input type="button" value="Update"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone"/></p> </div> <p>Note: if you enter multiple phone numbers, select a Primary <b>Phone Number</b> by checking the primary box, then <b>SAVE</b>.</p>	Primary	Int'l Prefix	Phone Number	Purpose	Start Date	End Date		<input checked="" type="checkbox"/>		040/012-3456	Home	19/06/2014		<input type="button" value="Update"/>
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19.	<p>To update the <b>Email</b> information, select the <b>Add Email</b> button.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p style="text-align: right;">*Email effective as of <input type="text" value="19/06/2014"/></p> <p><b>Email Summary</b></p> <p>There is currently no Email information for this Person Details</p> <p><input type="button" value="Add Email"/></p> </div>														

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Step	Action												
20.	<p>Update the information as required, then <b>OK</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <p><b>Person Details</b></p> <hr/> <p><b>Add Email</b></p> <p><b>Email Information</b></p> <p>*Purpose <input type="text" value="Home"/></p> <p>*Email Address <input type="text"/></p> <hr/> <p>Start Date <input type="text" value="19/06/2014"/> <input type="text" value="31"/> End Date <input type="text" value=""/> <input type="text" value="31"/></p> <p><input type="button" value="OK"/> <a href="#">Return to Email Summary Page</a></p> <p>* Required Field</p> </div>												
21.	<p>The updated <b>Email</b> now displays.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: right;">*Email effective as of <input type="text" value="19/06/2014"/> <input type="text" value="31"/></p> <p><b>Email Summary</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Primary</th> <th style="text-align: center;">Email Address</th> <th style="text-align: center;">Purpose</th> <th style="text-align: center;">Start Date</th> <th style="text-align: center;">End Date</th> <th style="text-align: center;">Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>test@test.com</td> <td>Home</td> <td>19/06/2014</td> <td></td> <td style="text-align: center;"><input type="button" value="Update"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Email"/></p> </div> <p><b>Note:</b> if you enter multiple email addresses remember to select a Primary <b>Email address</b> by checking the primary box, then <b>SAVE</b>.</p>	Primary	Email Address	Purpose	Start Date	End Date	Update	<input checked="" type="checkbox"/>	test@test.com	Home	19/06/2014		<input type="button" value="Update"/>
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