



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.

1. CREATE A CASE:

Create a Case.

Add a person that has a Primary Address. If they have a phone number this too can be copied across.

Add the other person(s).

Click **Save**.

The screenshot displays the FuSioN interface for managing person records. It shows two person entries, each with a 'Copy Primary Address' button. The first person (ID 480680) has a primary address of '189 Royal Street, East Perth, WA, 6004, AUS' and a phone number '041/112-3441'. The second person (ID 480681) has a primary address field and a phone number field. Both records include fields for 'Living Arrangement at Referral Commencement' and 'Living Arrangement at Case Closure', and an 'Issue Details' section with dropdown menus for 'Issue' and 'Detail'.

Person ID	Gender	Surname	Forename	Referral Age	Current Age	Aboriginal	CaLD	Not Recorded
480680	Female	ADDRESS	One	47	47	Not Recorded	Not Recorded	
480681	Female	ADDRESS	Two	14	14	Not Recorded	Not Recorded	



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2. SELECT COPY PRIMARY ADDRESS:

Click on **Copy Primary Address** button

Copy Primary Address

3. SELECTING DETAILS TO COPY:

In the **Copy Primary Address – Person Details** screen:

- Check the **Copy From** box, for the address/phone intended to be copied then check the **Copy To** box.
- Select **OK**.

Copy Primary Address - Person Details

Q

1-2 of 2

Copy From	Copy To	Include Primary Phone	Person ID	Surname	Forename	Effective Date	Gender	Birth Date	Age	Primary Address	Primary Phone
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	480680	ADDRESS	One	17/08/2020	Female	09/08/1973	47	189 Royal Street, East Perth, WA, 6004, AUS	041/112-3441
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	480681	ADDRESS	Two	17/08/2020	Female	09/08/2006	14		

OK Cancel



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4. DETAILS UPDATED:

The address and phone number have now been copied.

Person 1 of 2

*Person ID	480680	Q	📄	👤	Surname	ADDRESS	Referral Age	Aboriginal	Not Recorded	+	-
Gender	Female				Forename	One	Current Age	47	CaLD	Not Recorded	
Client Consent	<input type="checkbox"/>				Primary Address	189 Royal Street, East Perth, WA, 6004, AUS	Phone	041/112-3441			

Living Arrangement at Referral Commencement :

Living Arrangement at Case Closure :

Copy Primary Address

Issue Details

*Issue	*Detail	+	-
Family Support	Parenting Support		

Person ID 480681 Q 📄 👤 Surname ADDRESS Referral Age Aboriginal Not Recorded + -

Gender Female Forename Two Current Age 14 CaLD Not Recorded

Client Consent **Primary Address 189 Royal Street, East Perth, WA, 6004, AUS Phone 041/112-3441**

Living Arrangement at Referral Commencement :

Living Arrangement at Case Closure :

Issue Details

*Issue	*Detail	+	-
Financial Assistance	Expenditure		