

Adding and removing Email addresses and Phone Numbers

Add an email address

Master Fred Gordon : Person Summary

Person Details

- Basic Details
- Addresses
- Telephone Numbers
- e-mail Address**
- Classes
- Other Names
- Date of Death
- GP
- Organisation Relationships
- Personal Relationships
- Worker Relationships
- Employment Status
- References
- Service User Groups

Case Status

School

Relationships

Amend E-mail Address - Master Fred Gordon (2158376)

E-mail Address: fred.gordon@outlook.com

Save **Cancel**

To change or delete an email address, repeat the above and just overwrite or delete the current email address

Add a telephone number

Master Fred Gordon : Person Summary

Person Details

- Basic Details
- Addresses
- Telephone Numbers**
- e-mail Address
- Classes
- Other Names
- Date of Death

Education

- GP

Health

- Organisation Relationships

LAC

- Personal Relationships
- Worker Relationships

Legal Status

- Employment Status

Offences

- References

Registrations

- Service User Groups

Documents

- LAC Health Assessment (Virtual Worker Document Designer) Start | Summary
- Request for placement (Virtual Worker Document Designer) Resume | Summary

School

- Brecknock School

Relationships

- Son of Heather Gordon (has Parental Responsibility)
- Heather Gordon is Main Carer for Master Fred Gordon
- Son of Bob Gordon

Move your mouse over **Person Details** then click on **Telephone Numbers**

Telephone Numbers – Master Fred Gordon (2158376)

Type	Number	From	To
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Click on **Add**

Add OK

Add Telephone Number – Master Fred Gordon (2158376)

Fields marked with a * are required

Number * Enter the **Number**

Type * Select a **Type**

From

To

Click on **Save**

Remove a telephone number

Master Fred Gordon : Person Summary

Person Details > Basic Details > Addresses > Telephone Numbers

Move your mouse over **Person Details** then click on **Telephone Numbers**

GP (id)

Organisation Relationships

Personal Relationships

Worker Relationships

Employment Status

References

Service User Groups

School

Brecknock School

Relationships

Son of Heather Gordon (has Parental Responsibility)

Heather Gordon is Main Carer for Master Fred Gordon

Son of Bob Gordon

Telephone Numbers – Master Fred Gordon (2158376)

Type	Number	From	
Home	020 8983 4567	11/09/2018	

Click on the pencil

Amend Telephone Number – Master Fred Gordon (2158376)

Fields marked with a * are required

Number *

Type *

From

To

Enter the date the telephone number stopped being used

Click on **Save**