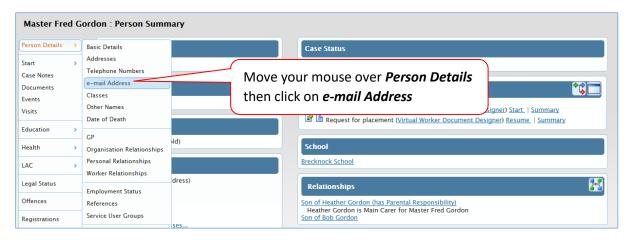
Adding and removing Email addresses and Phone Numbers

Add an email address



Amend E-mail Address - Master Fred (Gordon (2158376)	
E-mail Address fred.gordon@outlo	Enter the Email address	
		Click on <i>Save</i>
		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	Cara Statur		
Start	>	Addresses	Move your mouse over Person Details		
Case Notes		Telephone Numbers	Move your mouse over Person Details		
Documents		e-mail Address	then click on <i>Telephone Numbers</i>		
Events		Classes			
Visits		Other Names	🖄 🗎 LAC Health Assessment (<u>Virtual Worker Document Designer</u>) <u>Start.</u> <u>Summary</u>		
		Date of Death	😰 🖹 Request for placement (Virtual Worker Document Designer) Resume Summary		
Education	>	GP			
Health	>	Organisation Relationships	d) School		
		Personal Relationships	Brecknock School		
LAC	>	Worker Relationships			
Legal Status			ress) Relationships F		
		Employment Status			
Offences		References	Son of Heather Gordon (has Parental Responsibility) Heather Gordon is Main Carer for Master Fred Gordon		
Registrations		Service User Groups	Son of Bob Gordon		
			Ses		

Telephone Numbers – Master Fred Gordon (2158376)						
Туре	Number	From	То			
		ſ				
			Click on Add			
			Add OK			

Add Telephone Nu	mber – Master Fred Gordon (215	8376)		
		Enter the <i>Number</i>	Fie	elds marked with a * are required
Number * Type *	020 8983 4567 Home	Select a <i>Type</i>		
From	11/09/2018			
То				
			Click on Save	
				Save Cancel

Remove a telephone number

Master Fred Gordon : Person Summary					
Person Details >	Basic Details	Caro Statue			
Start >	Addresses				
Case Notes	Telephone Numbers	Move your mouse over Person Details			
Documents	e-mail Address	then click on <i>Telephone Numbers</i>			
Events	Classes				
Visits	Other Names	🖓 🖹 LAC Health Assessment (Virtual Worker Document Designer) Start Summary			
	Date of Death	📓 🖹 Request for placement (<u>Virtual Worker Document Designer</u>) Resume. Summary			
Education >	GP				
Health >	Organisation Relationships	School			
LAC >	Personal Relationships	Brecknock School			
	Worker Relationships				
Legal Status	Employment Status	dress) Relationships 🚼			
Offences	References	Son of Heather Gordon (has Parental Responsibility)			
Registrations	Service User Groups	Heather Gordon is Main Carer for Master Fred Gordon Ses			

Telephone Numbers – Master Fred Gordon (2158376)			
			Click on
			the pencil
Туре	Number	From	
Home	020 8983 4567	11/09/2018	

Amend Telephone Nu	mber – Master Fred Gordon (2158376)				
				Fields mark	od with o *	are required
Number *	020 8983 4567			Fields mark	ed with a •	are required
Type *	Home					
From	11/09/2018	Enter the date the telep				
То	11/09/2018	number stopped being	used			
			Click on			
			Save			
				Save	Delete	Cancel