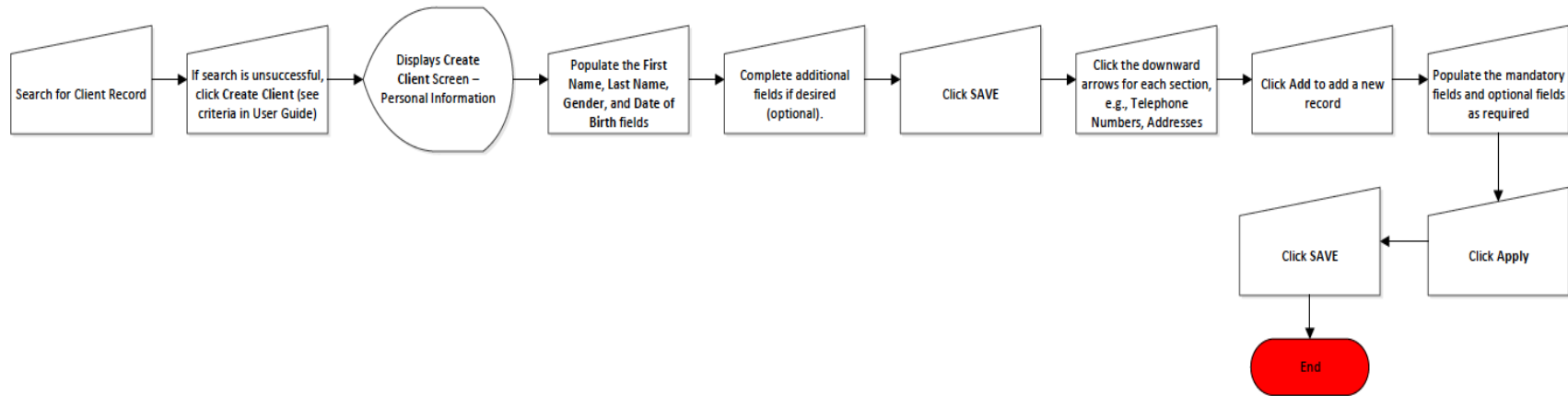


Create Client – QRC 1.2A



Points to Remember

- All clients in the Nova Scotia Client Registry are loaded into Panorama. New clients and updates to existing client records are processed nightly.
- Clients should only be added to Panorama on an exception basis after completing a thorough search (See QRC 1.1)
- Sections are available to populate telephone numbers, addresses, Alternate Names, Additional Identifiers, Languages, Email Addresses, and an Online Name. Each section contains mandatory and optional information.
- A preferred telephone number and address may be set.
- Unlike **Client Quick Entry**, Client Relationship information is not added in the Create Client screens; it is added in the Relationships section, which is accessed on the Left-Hand Navigation menu.