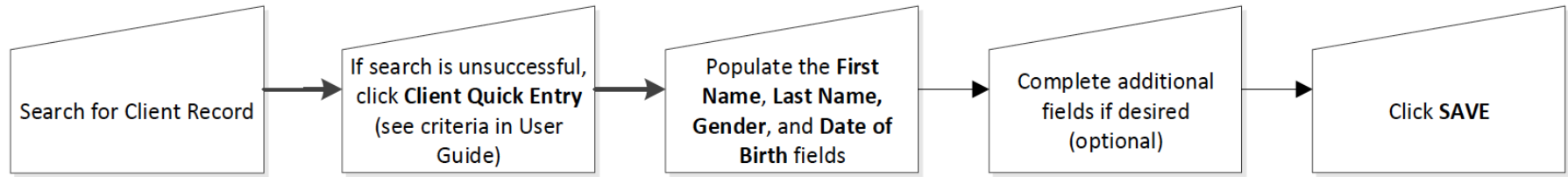


## Client Quick Entry – QRC 1.2B



### 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)
- **Client Quick Entry** is recommended if the client's date of birth is known, the client has only one ID, has no nickname or alias, and does not have more than one address, or more than two phone numbers.
- If recording relationship information, one custodial parent/guardian may be added on the screen for a client who is not a client of Panorama. More information can be added in the **Relationships** section.
- The first telephone number to be added will be identified as preferred. Additional telephone numbers will be identified as Additional Numbers. This may be changed in the **Client Demographic** screen after the client is created and saved.
- Only one address may be entered. More addresses may be entered on the **Personal Information** screen, once the record has been created and saved.
- **Additional IDs** may be added on the **Personal Information** screen, once the record has been created and saved.