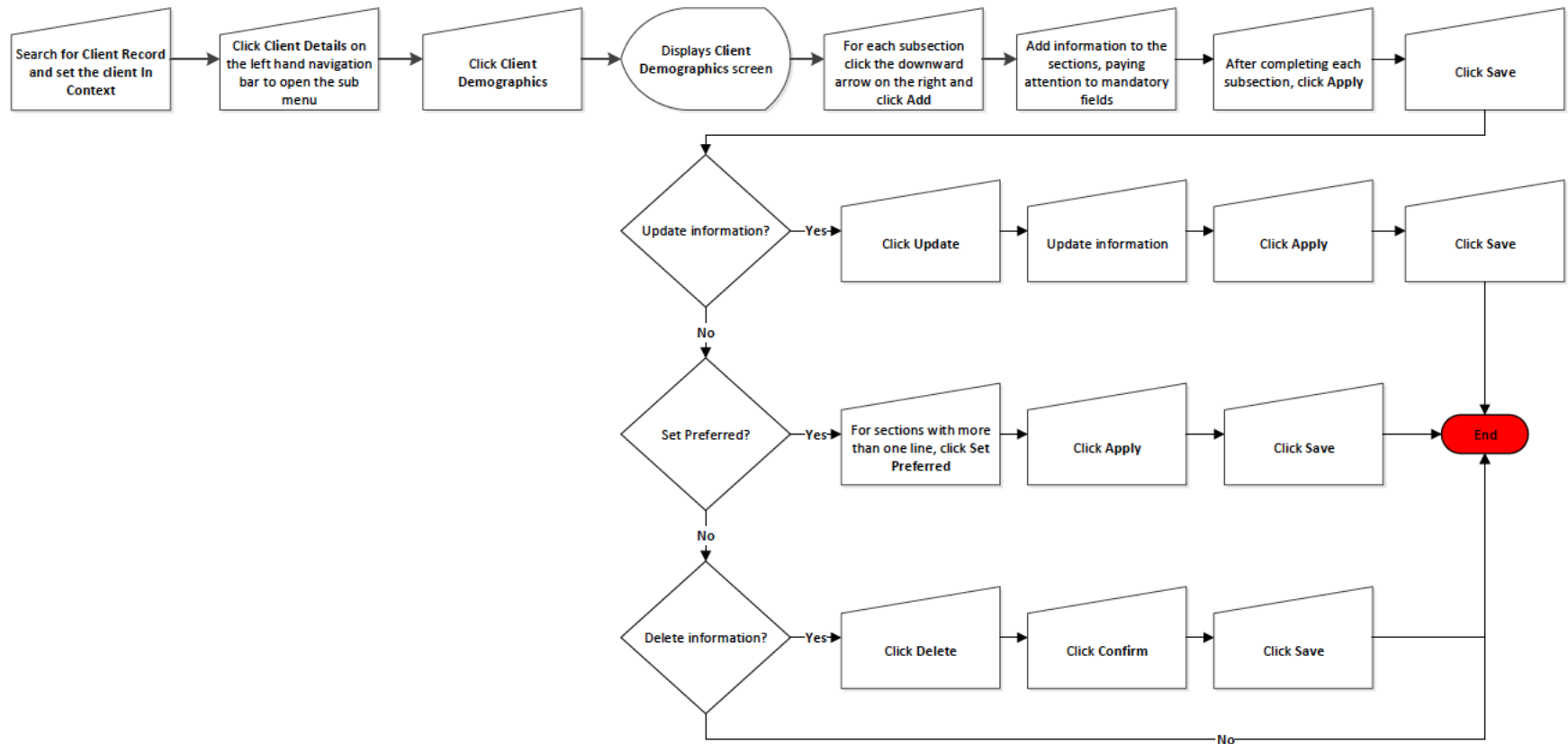


Record and Update Personal Information – QRC 1.3



Points to Remember

- A range of personal information may be added, updated, or deleted on the Client Demographics screen. This screen includes Personal Information, Telephone Numbers, Addresses, Alternate Names, Additional Identifiers, Language, Email Addresses, and Online Names.



Panorama Quick Reference Card



- If there is more than one entry, e.g., more than one telephone number, one must be set as preferred. This may be changed on this screen.
- If adding information for a section, mandatory fields, which contain an asterisk, must be completed.
- Once a section contains information, you will see a green checkmark next to the downward arrows.