## HOW TO ADD AN E-MAIL ADDRESS IN CNNX

From your CNNX caseload select a case and click on person list to the left.

THOME .	AD & TO-DOs REPORTS	WIND	DOWS MANAGER										Intakes 💌Sea	arch/
	д													-
Common 🎄														
List Assignments Made	<ul> <li>Search Other Units</li> </ul>	/Workloads												
Change Case(Stage) Name/		_												
CD	My Workload	ly To-Dos												
Case Summary	Last Refresh: 7/19/2	017 12:48	3:44 PM										refresh list	
Assign		L. L.	ci N	Ía	1-	la t	Í ci na	le m	le i	1-	1.	let to t	Ĭ. t. t	
Stage <u>A</u> ctions *	New		Stage Name	Stage	Туре	Role	Stage ID	Case ID	County	Zone	Agency	Start Date	Assigned	_
Programs Notes	<u>v</u>									_	_			
FASP		S	sleet,Maria	INT	SUB	PR	23100027	33100030	031			05/04/2004	05/04/2004	
Sex Trafficking Screening		Si	imith,Abigail	FAR	INI	PR	24400383	34400211	031			10/27/2014	10/27/2014	
Missing Child		A	Adams,Maggie	FSS	CWS	CP	24600408	34600214	031		A31	04/24/2009	04/24/2009	
Health Services		A	Antonio,Maria	INV	INI	PR	20100697	30100348	031			03/13/2003	03/13/2003	
Service Plan Review			Intonio Maria	IND/	CIID	DD	20100600	20100249	021			02/14/2002	02/14/2002	
Permanency														
Education														
Education Unlink FSS		F 1					_							
Education Unlink FSS Family Relationship Matrix (C)	Case To-Dos St	age Events												
Education Unlink FSS Family Relationship Matrix (C) Close Stage	Case To-Dos St	age Events	8/18/2017 <b>▼*</b> Se	arch										
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Education Unlink FSS Family Relationship Matrix (C) Close Stage Outside Participants Tracked Children To-Do Ogtions & New Detail Delete Mark As Complete Outputs & Combined OC1	Case To-Dos 5	age Events To: 0	8/18/2017 💌 * 💽 Satus	arch Date		Sta	ge 10	Stage Name		Descripti	DA	Assigned To	Created By	
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Select the person you want to ente	r the	information or	۱.
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@ Person List - Adams, Mage	jie - <b>5:246004</b> 0	08/C:34600214										
•												Print Screen
	Case Name:	Adams, Maggie		Case Init	tiation Date: 04/24/20	09						
Options	Stage:	FSS		Stage Ty	/pe: CWS							
New Search		) Maraa		L DOR		Ìc	Trees	Í n-l-	D-1/7-4	D 10	D-t- Add-d	
Add Person Primany/Secondary Caretaker		Name	M/S 50		Арр	rox sex	Туре	Role	Rel/Int	Person 1D	Date Added	
Family Relationship Matrix (C)		Adams, Maggie	v	09/15/1980		F	PRN	RS	Mother	14600986	04/24/2009	
Compare WMS Data		Adams, Quincy	v	04/30/2014		M	PRN	RS	Child	14600989	04/24/2009	
End Date Stage Involvement		Adams,Evelyn	V	03/24/2008		F	PRN	RS	Child	14600988	04/24/2009	
Bridges To Health (B2H)		Adams, Jamal	v	02/22/2003		м	PRN	RS	Child	14600987	04/24/2009	
Address & Phone Options *												Count = 4
Paste Phone Info					_							
Outputs 8												AppR <u>eg</u>
Person Data	Person Inf	• Person Merge/Split	Case List									
Help	Detail	Address		amer Identifierr	Characteristics	Person Events Add	it Detail					
		Address		ames Juentmers	Characteristics	Aud Aud	it. Detail					
	First:	Maggie		* M:	Last: Adams				* Sfx:	•	Status: Active	
	Current Sta	ige		Deley Remined D		E Dellet	Mathan				PID: 14600986	
	Type:	PRN		Kole: Services R	ecipient	Kei/int:	Wother					
	- Demograph	hics		L	- li-h		Ethnicity:	Non-Hispan	ic or Latino	<b>▼</b> *\$	Black or African An	nerican 🔺 *\$
	Sex:	remaie			igiisn			Hisp	anic or Latino Orig	in	Caribbean	
	Marital:	Divorced		Confirm P	'L		Cent	al American bean			Native African	
	Religion:			<u>•</u>			Cuba	n			Alaskan Native	African An
	DOB:	09/15/1980 🔽 🏷 Approx	DOB Age: 36				Mexi	can			American Indian	
	DOD:	_/_/ 🔽 🗖 Approx	DOD Reason:			T	North	o Rican			Chinese	
	(1	Date of Death)					C Othe	n American r				
! = Sensitive * = Required	= AFCARS 🗸	= Data Exists (C) = Compl	ete 🔒 = Read-Only I	Mode 🛛 🗹 = Unsaved Ch	nanges							

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## Click on the identifiers tab.

Person List - Adams, Magg	jie - <b>5:246004</b> 0	08/C:34600214									_ 0 🛛
											Print Screen
	Case Name:	Adams, Maggie		Case Initiation Date: 04/2	4/2009						A
Options	Stage:	FSS		Stage Type: CWS	;						
New Search Add Person		Name	M/S Sch	ров	Approx Sex	Туре	Role	Rel/Int	Person ID	Date Added	
Primary/Secondary Caretaker											
Family Relationship Matrix (C)		Adams,Maggie	V	09/15/1980	F	PRN	RS	Mother	14600986	04/24/2009	
Compare WMS Data		Adams,Quincy	V	04/30/2014	м	PRN	RS	Child	14600989	04/24/2009	
End Date Stage Involvement		Adams,Evelyn	V	03/24/2008	F	PRN	RS	Child	14600988	04/24/2009	
bloges to Health (62H)		Adams, Jamal	V	02/22/2003	м	PRN	RS	Child	14600987	04/24/2009	
Outputs											Count = 4
Help											AppReg
	Person Inf	Person Merce/Split	Case List								
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and the second sec	gie - <b>5:246004</b> 0	08/C:34600214 [Unsave	l Changes]									_0
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	Case Name:	Adams, Maggle		Case Initiation Dat	e: 04/24/2009							
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rerson	₹ 🗆	Name	M/S Sch	DOB	Approx	5ex	Туре	Role	Rel/Int	Person ID	Date Added	
ry/Secondary Caretaker	Ϋ.											
Relationship Matrix (C)		Adams,Maggie	V	09/15/1980		F	PRN	RS	Mother	14600986	04/24/2009	
are WMS Data		Adams, Quincy	V	04/30/2014		м	PRN	RS	Child	14600989	04/24/2009	
To Hoalth (P2H)		Adams, Evelyn	V	03/24/2008		F	PRN	RS	Child	14600988	04/24/2009	
To fiealul (D2H)		Adams, Jamal	V	02/22/2003		м	PRN	RS	Child	14600987	04/24/2009	
\$												Count = 4
	Detail	Address	Phone AKA Name	s Identifiers 🖬 Ch	aracteristics Person	Events Ac	ddit. Detail					
	i≇ Inv	Туре	Number	Start Date			End (	Date		Com		
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	- Person Ide Type:	ntifiers Email	× (	comments:			_	_				Count = 0
	- Person Ide Type: Number:	ntifiers Email EMAIL	× (	comments:			_					Count = 0
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Select email from the type dropdown. Add the e-mail in the comment section. Then click add. Then click save.