

HOW TO ADD AN E-MAIL ADDRESS IN CNNX

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

The screenshot displays the CNNX web application interface. At the top, the header includes the New York State logo, the text "Office of Children and Family Services CONNECTIONS", and navigation links for "Personalization", "Help/Training", and "Log Out". Below the header is a navigation bar with tabs for "HOME", "WORKLOAD & TO-DOS", "REPORTS", and "WINDOWS MANAGER". A search bar on the right contains "--Intakes--" and "--Search/Maintain--".

The main content area is divided into two sections. The top section, titled "My Workload", contains a table with columns: New, Stage Name, Stage, Type, Role, Stage ID, Case ID, County, Zone, Agency, Start Date, Assigned, and Unit. The table lists several cases, with the row for "Adams, Maggie" (Case ID 34600214) selected. A blue arrow points to the "Person List" option in the left sidebar menu.

The bottom section, titled "Case To-Dos", includes a date range filter (From: / / To: 08/18/2017) and a search button. Below this is another table with columns: Type, Status, Date, Stage ID, Stage Name, Description, Assigned To, and Created By. This table is currently empty.

At the bottom of the interface, a status bar provides a legend for various icons: ! = Sensitive, * = Required, \$ = AFCARS, ✓ = Data Exists, (C) = Complete, 📁 = Read-Only Mode, and 📄 = Unsaved Changes.

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Select the person you want to enter the information on.

The screenshot shows the 'Person List' window for 'Adams, Maggie' with Case ID S:24600408/C:34600214. The interface includes a sidebar with navigation options like 'New Search', 'Add Person', and 'Person Data'. The main area displays a table of people with columns for Name, M/S, Sch, DOB, Approx, Sex, Type, Role, Rel/Int, Person ID, and Date Added. The first row, 'Adams, Maggie', is selected. Below the table, the 'Person Info' tab is active, showing a form with fields for First Name (Maggie), Last Name (Adams), Sex (Female), Language (English), and Demographics (Race: Black or African American). A legend at the bottom explains symbols like '!' for Sensitive and '*' for Required.

Name	M/S	Sch	DOB	Approx	Sex	Type	Role	Rel/Int	Person ID	Date Added
Adams, Maggie		V	09/15/1980		F	PRN	RS	Mother	14600986	04/24/2009
Adams, Quincy		V	04/30/2014		M	PRN	RS	Child	14600989	04/24/2009
Adams, Evelyn		V	03/24/2008		F	PRN	RS	Child	14600988	04/24/2009
Adams, Jamal		V	02/22/2003		M	PRN	RS	Child	14600987	04/24/2009

Count = 4

Person Info: Person Merge/Split Case List

Detail: Address Phone AKA Names Identifiers Characteristics Person Events Addit. Detail

First: Maggie * M: Last: Adams * Sfx: Status: Active

Current Stage: Type: PRN Role: Services Recipient Rel/Int: Mother PID: 14600986

Demographics: Sex: Female * \$ Language: English * Ethnicity: Non-Hispanic or Latino \$ Race: Black or African American * \$

DOB: 09/15/1980 * \$ Approx DOB Age: 36

DOD: / / Approx DOD Reason: (Date of Death)

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Click on the identifiers tab.

The screenshot shows the 'Person List' window for 'Adams, Maggie' with case number '5:24600408/C:34600214'. The case name is 'Adams, Maggie', case initiation date is '04/24/2009', stage is 'FSS', and stage type is 'CWS'. A table lists four persons:

	Name	M/S	Sch	DOB	Approx	Sex	Type	Role	Rel/Int	Person ID	Date Added
<input checked="" type="checkbox"/>	Adams, Maggie		V	09/15/1980		F	PRN	RS	Mother	14600986	04/24/2009
<input type="checkbox"/>	Adams, Quincy		V	04/30/2014		M	PRN	RS	Child	14600989	04/24/2009
<input type="checkbox"/>	Adams, Evelyn		V	03/24/2008		F	PRN	RS	Child	14600988	04/24/2009
<input type="checkbox"/>	Adams, Jamal		V	02/22/2003		M	PRN	RS	Child	14600987	04/24/2009

Count = 4

The 'Identifiers' tab is selected, showing an empty table with columns: Inv, Type, Number, Start Date, End Date, Comments. Count = 0.

Below the table, there are input fields for 'Type', 'Number', and 'Comments'. The 'Type' field has a dropdown arrow, and the 'Number' field has a yellow background. There is also an 'Invalid' checkbox.

At the bottom, a legend explains symbols: ! = Sensitive, * = Required, \$ = AFCARS, ✓ = Data Exists, (C) = Complete, 🔒 = Read-Only Mode, 💾 = Unsaved Changes.

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Select email from the type dropdown. Add the e-mail in the comment section. Then click add. Then click save.

The screenshot shows the 'Person List' for 'Adams, Maggie' with the following details:

- Case Name: Adams, Maggie
- Case Initiation Date: 04/24/2009
- Stage: FSS
- Stage Type: CWS

Inv	Name	M/S	Sch	DOB	Approx	Sex	Type	Role	Rel/Int	Person ID	Date Added
<input checked="" type="checkbox"/>	Adams, Maggie		V	09/15/1980		F	PRN	RS	Mother	14600986	04/24/2009
<input type="checkbox"/>	Adams, Quincy		V	04/30/2014		M	PRN	RS	Child	14600989	04/24/2009
<input type="checkbox"/>	Adams, Evelyn		V	03/24/2008		F	PRN	RS	Child	14600988	04/24/2009
<input type="checkbox"/>	Adams, Jamal		V	02/22/2003		M	PRN	RS	Child	14600987	04/24/2009

Count = 4

The 'Identifiers' section is active, showing:

- Type: Email
- Number: EMAIL
- Comments: (empty text area)

Legend: ! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 📄 = Unsaved Changes