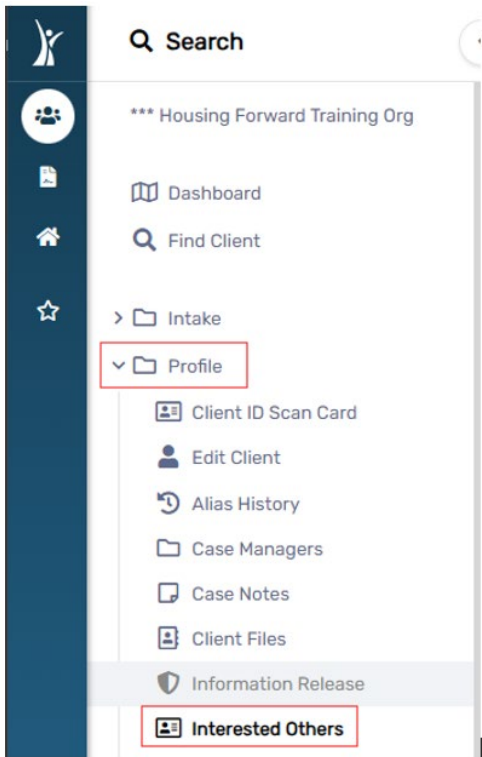


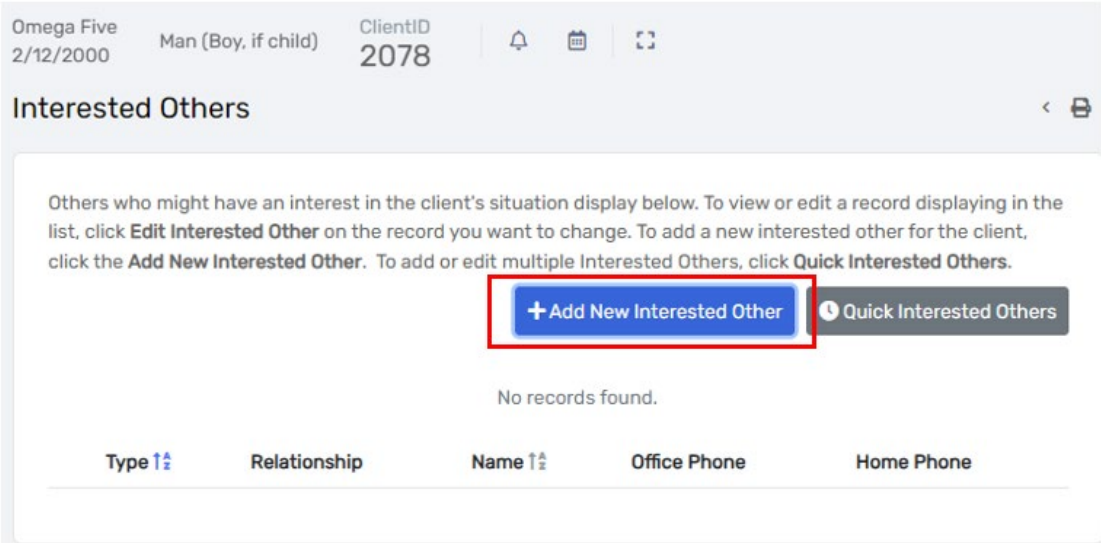
Interested Others - Others who might have an interest in the client’s situation.

A client would add this information to their account to keep someone in the loop on their status.

1. Begin on your Client Workspace and find the client you would like to add an interested other for.
2. From the Clients workspace, Select Profile from the menu on the left and then Interested Others from the submenu:



3. Select “Add New Interested Other”



4. Add Type/Description of Interested Other

Type/Description: * -- SELECT --

Relationship: -- SELECT --

Name: *

Interested Client:

of Client's Situation:

Emergency
Guardian
Other
Relative
Mentor
Physician
Best Friend
Primary Care Giver

5. Relationship of Interested Other to Client and if they are aware of the client's situation is not required

Type/Description: * -- SELECT --

Relationship: -- SELECT --

Name: *

Interested Client:

of Client's Situation:

Self
Parent
Son
Daughter
Dependent Child
Grandparent
Spouse
Other Non-Family
Guardian
Other Family Member
Other Caretaker

Aware of Client's Situation: -- SELECT --

Yes
No
Unknown

Information

6. Add Contact Information for the Interested Other and Click "Save"

Contact Information

Enter the interested other's contact information below

Address :

City/State/Zip Code: City State Zip Code

Home Phone :

Office Phone :

Alt. Phone # :

Alt. Phone Type: -- SELECT -- ▾

E-mail Address:



To Edit the information, select the Edit button on the far left of the name:

Clients / Interested Others

Omega Five 2/12/2000 Man (Boy, if child) ClientID 2078

Interested Others

Others who might have an interest in the client's situation display below. To view or edit a record displaying in the list, click **Edit Interested Other** on the record you want to change. To add a new interested other for the client, click the **Add New Interested Other**. To add or edit multiple Interested Others, click **Quick Interested Others**.

1 result found.

	Type ↑↓	Relationship	Name ↑↓	Office Phone	Home Phone
	Best Friend	Other Non-Family	Delta Three		