



**CONNECTIONS Training Project
SUNY Training Strategies Group**

**Revisions to the Data Maintenance for CPS Workers Step-by-Step Guide
Second Quarter Updates 2006**

This guide was updated to reflect the following items:

Page Number	Revision
6	Updated the steps for accessing CONNECTIONS Production
7	Added a tip box containing information about closing the CONNECTIONS Toolbar and Citrix desktop
18	Updated the steps for "Adding or Correcting a Person's Address"
20	Updated the steps for "Linking an Individual to a Pre-existing Case Address"
23	Added a tip box containing information about Person Unrelate and Person Split
27	Added a statement regarding how Person Merges and Splits occur immediately in CONNECTIONS and do not require an overnight batch update
40	Removed the discussion on "Recording the WMS Case Number in CONNECTIONS"
68	Updated the information regarding the Investigation Conclusions tab on the <i>Local Data Maintenance</i> window
69	Added a statement regarding how comments are required on the <i>Current Risk Comments</i> window when the Final Risk Rating is High or Very High and the Closure Reason is "Closed – No services required"
74-76	Added Module 4: Support Tools

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