CONNECTIONS Training Project
SUNY Training Strategies Group

Revisions to Common Functions
February, 2007

This Step-by-Step Guide was updated to reflect <build name (e.g., Build 18.3, Build 18.7)> changes to CONNECTIONS.

Page Number	Revision
55	SIR 3747&3057 Updated image: Placed 30 day date range in Progress Notes Search window
67	SIR 3747&3057 – Added Tip box with the following content: When printing more then 400 Progress Notes a delay in processing can occur. To alleviate this, enter a 30 day range in the **Event Date** areas and then click **Select All** prior to printing the Progress Notes. Repeat the process in 30 day increments until all records have been printed.
44	SIR 3276 Added tip box text: Click on the drop-down arrow for this field and select the appropriate county from the resulting list. If you selected any state *other than* New York in the **State** field, you must select "OUT OF STATE" in the **County** field drop-down menu.
45	SIR 3276 Altered Tip box: When recording an out of state address in CONNECTIONS be sure to select "OUT OF STATE" in the **County** field drop-down menu.
61	SIR 3758 Added Tip box: To see a list of conditionally required purposes refer to Appendix C of the *Case Management Step by Step Guide* or place your cursor in the **Purpose** field of the **Progress Notes** tab and select the **F1 key** on the keyboard.
35	Key dates Tip Box: Tip Box was not meeting guidelines requirement for style (shading and size) Corrected to meet guideline.
35	Key Dates Implementation date changed; 16th removed. Now reads as simply December, 2005