

# *Florida Safe Families Network How Do I... Guide*

**How do I Correct a Converted Case Address?**

**CORRECTING A CONVERTED CASE ADDRESS ..... 2**

How Do I...?	Selections	Tips & Guidelines
<p>Correct a Converted Case Address</p>	<ul style="list-style-type: none"> <li>▪ From the Desktop menu, <i>select the Cases expando</i>. The Case List is displayed.</li> <li>▪ <i>Select the Case Hyperlink</i> to open the case in which you need to edit the address. The Participants tab is displayed.</li> <li>▪ <i>Select the hyperlink of the participant</i> that needs the address edited. The Person Management page is displayed.</li> <li>▪ Click the address tab.</li> <li>▪ Select the Edit hyperlink next to Primary Residence. Click <b>Yes</b> in the dialogue pop up to acknowledge intent to save person information.</li> <li>▪ From the Address Management page/Address group box, enter the correct address. The address normalization box is displayed.</li> <li>▪ Click the User Entered Address radio button, and then click <b>Continue</b>. The Update Household Members dialog box displays.</li> <li>▪ Click <b>Yes</b> to save update.</li> <li>▪ Select all the participants who reside at the same address you have entered.</li> <li>▪ Click the <b>Save</b> button</li> <li>▪ Click the <b>Close</b> button.</li> <li>▪ Click the <b>Update</b> button.</li> </ul>	<p><i>Converted cases do not contain an address.. Therefore, it is necessary to input the correct address for each participant.</i></p> <p><i>Once the address is edited, it is necessary to <b>click the Save button before clicking the Update button</b>. If the update button is clicked first the default address (in this case blank) will be saved and the changes will not take effect.</i></p> <p><i>If no other participants reside at the same address click <b>NO</b> in the Update Household Members dialog box</i></p>