

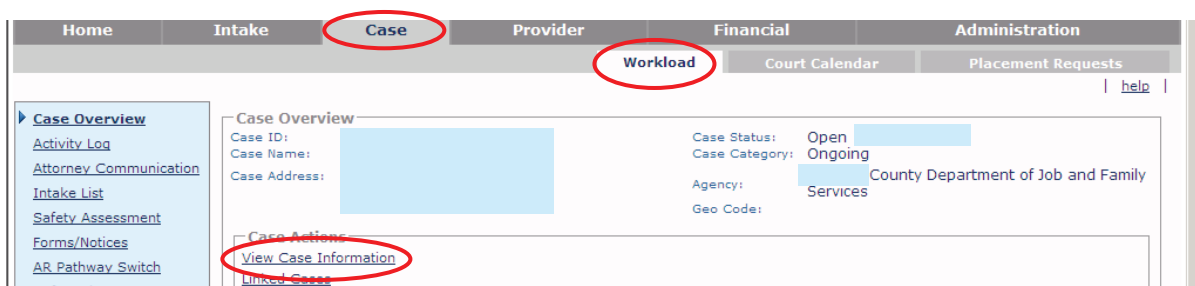
Copying a Case Member Address

To copy an address from one case member to another, complete the following steps:

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

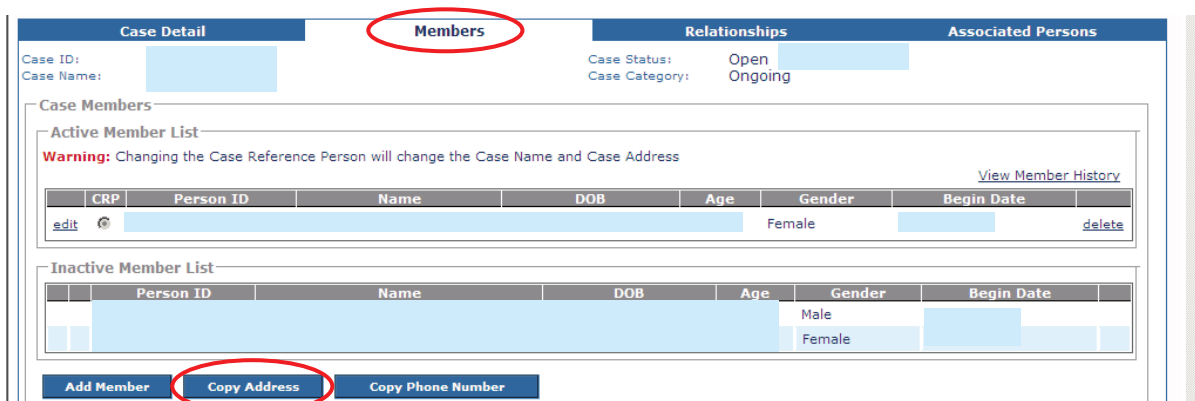
Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

4. On the **Case Overview** screen, click the **View Case Information** link.



The **Assignment Information** screen appears.

5. Click the **Members** tab. The **Case Members** screen appears.
6. Click the **Copy Address** button.



The **Select Primary Address to Copy** screen appears. All case member(s) with a current non-end-dated primary address display on this screen.

Copying a Case Member Address

7. Click the **Select** link for the person who you want to copy the address from.

Person ID	Name	Address	Gender	Age	DOB
select	1234567	Sacwis, Susie	Female		
select			Male		
select			Female		
select			Female		

[Cancel](#)

The **Copy Address To** screen appears displaying all case member(s) with a different current non-end-dated primary address or no address.

8. Select the check box for the person(s) who you want to copy the address to.
9. Click the **Save** button.

Person ID	Name	Address	Gender	Age	DOB
<input checked="" type="checkbox"/>	7654321	Sacwis, Sam	Female		
<input checked="" type="checkbox"/>	5454545	Sacwis, Sally	Female		
<input type="checkbox"/>			Female		

[Save](#) [Cancel](#)

A verification message appears showing that the address was copied successfully.

Your data has been saved. [close confirmation](#)

Address Type: Person ID:
Address Effective Date: Person Name:
Address:

Copy Address Results

Person ID	Name	Address	Gender	Age	DOB
			Female		

Success: Primary Address change has been saved.

[close](#)