From:	Shaw, Barbara
To:	Irving, Toni; Weems, Malcolm
Subject:	FW: Important NRI Data System Instructions
Date:	Saturday, June 11, 2011 3:23:11 PM
Attachments:	Reentry Project Coordinators Getting Started Cheat Sheets.docx Reentry Case Managers Getting Started Cheat Sheets.docx
Importance:	High

I just wanted to see that the NRI Data System is going live on Monday. Very exciting…

From: Shaw, Barbara
Sent: Saturday, June 11, 2011 3:07 PM
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Subject: Important NRI Data System Instructions
Importance: High

To: Reentry Project Coordinators

As you know, the NRI Data System will go live on Monday. Attached are Cheat Sheets that summarize the instructions you received at the training. The cover page that tells you how to get started and how to enter your Case Managers as entities in the system. You need to do this before your Case Managers start using the system .

Also attached are Cheat sheets for your Case Managers. Please see that they receive these and that they don't start using the system until you have created them as entities in the system.

An email address for Social Solutions is provided in the Cheat Sheets if you have any trouble and need help.

Once you're in the system, please ask your Case Managers to enter any accumulated data as soon as possible so they don't build up a backlog. Thereafter, all data should be entered as soon as possible , but NO LESS THAN WEEKLY.

Thanks very much, and I hope you have an easy time using the NRI Data System.

Best,
Barbara
As you know the NRI Data System will go live on Monday.