

# **P-2376 Electronic Case Files (continued)**

## **P-2376D Emails (B21-08)**

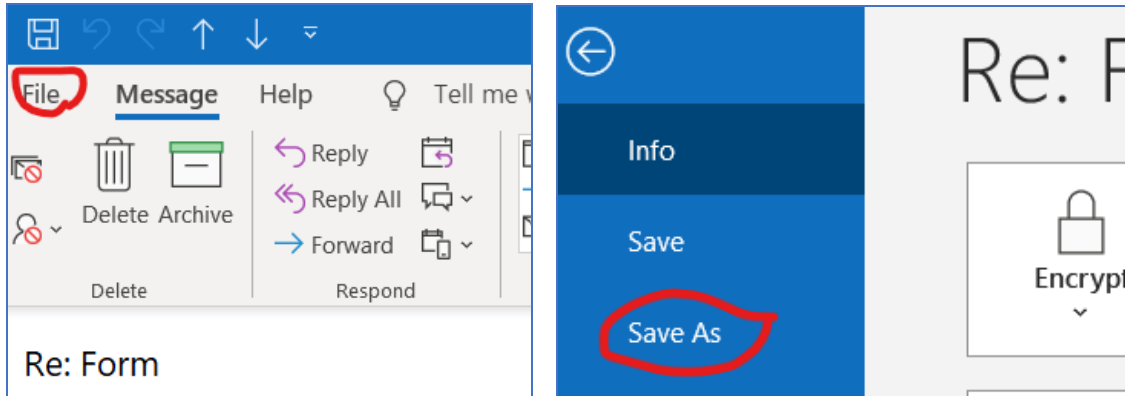
Most emails should be paraphrased into case notes and not saved in the electronic file. Emails that provide good cause or verification and documentation (V&D) of hours must be saved.

### **Case Manager/Supervisor Support**

#### ***Saving an email***

If there is an email that must be saved, following are a few options to do this:

1. Select "File" and then "Save As".



OR

2. Right click on the email and select "copy" then paste the email into the participants folder.

OR

3. Copy the content of the email and paste this into a word document. Then save the word document.

#### ***Saving an email attachment***

Open the participant's file and brad you want it in. Also open the email but do not open the attachment. Minimize both so you can see them side by side. Then drag and drop the attached file.

