Managing Clients via CNCT - Agency Admin



How to Login

To access your organization's CNCT, enter your email and password in the login fields. Then, choose your site from the drop-down menu within your Network. Select **Open** on the **CNCT tile**..

To access CNCT you'll need to make sure you have access to your organizations network account.

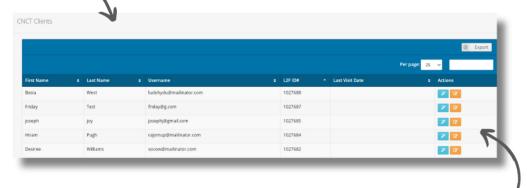




Where can I see clients that signed up?

From within the **CNCT application** click on the **Administration** heading in the left navigation pane. Next click on **Clients**. This will direct you to the **CNCT Clients** page.

Client List - Shows all the clients who have created their profiles using the CNCT tool.



How can I reset a client's password?

You'll see a list of clients who have created their profiles through the CNCT tool. Under the **Action** column click on the light **blue magic wand icon** to manually reset a client's password.

How can I edit a client's profile?

You'll see a list of clients who have created their profiles through the CNCT tool. Under the **Action** column click on the **orange edit icon** to be taken to the client's profile.

Where can I find my CNCT Stats

Click on the **Dashboard** heading in the left navigation pane, this will direct you to the **CNCT Dashboard**. Here you'll see up-to-date stats of CNCT usage from the **Last 7 Days** and over **All Time**.

What to Know

- Include anyone who was created in CNCT and all of their visits recorded in Case Management.
- DO NOT include future pending appointments.
- Include previous visits of a client who was already in the Case Management system, created a CNCT profile, and had their existing profile merged into their CNCT profile.

CNCT Dashboard		
	Last 7 Days	All Time
Unique Individuals Created	26	50
Unique Households Created	26	49
Visits from CNCT Individuals	10	11
Unique Agencies Visited	4	4
CNCT Individuals Flagged as Duplicates	4	8



Have additional inquiries?

Ask the chat bot! Just click the Link2Feed logo on the bottom right corner of the screen.

For other questions, please reach out to your manager for further assistance!