LCS / Saving Forms Prior to a Case being Rolled Back

Liquidlogic Children's Systems (LCS)

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DOCUMENT HISTORY

Date	Produced By	Document Version	Comments
07/06/2016	S.Allwright	1.0	Initial Version
08/06/2016	S.Allwright	1.1	Amendment of title from LCS saving forms to LCS saving forms prior to rollback. Section added with how to add information on after a rollback
28.02.2022	S. Webb	1.2	Redesign

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1.   COURSE OVERVIEW

This guide has been specifically designed for the Children & Young People Service to explain how to save forms that have been completed on LCS prior to the case being rolled back.

Cases can sometimes require a rollback to amend incorrect information. A rollback should be carried out as the last option. Once a request has been sent to the Service Desk, they may advise that completed Forms will be removed once the rollback is completed.

Forms will need to be saved and you will need to advise Service Desk that the rollback can be completed. During a rollback Case Notes are not removed and will not need to be saved.

Once the rollback is completed any removed forms will then need to be re-input.

By the end of this guide you will be able to:

- Access a Form

- Download a Form

- Save a Form

COURSE PREREQUISITES

None

2.   Accessing a Form

- Once a form has been completed on LCS it is possible to view the form again.

- Access the Basic Demographics of the child's record and click on the Forms tab.

- If you are unsure how to access a child's record see the Basic Navigation User Guide

- Under Completed Forms you can click on the form which you wish to view.

3.   Downloading a Form

- Once a form has been accessed click "Print"

- The Print icon is in the same place in each form on LCS

- Then click "Print Assessment"

- At the top of the next screen click the symbol that is highlighted below.

- A screen will then appear stating that the PDF is being prepared for download

4.   Saving a Form

- Once the form has been downloaded the box below will appear at the bottom of the screen.

- As highlighted click the arrow next to "Save" and then click "Save As"
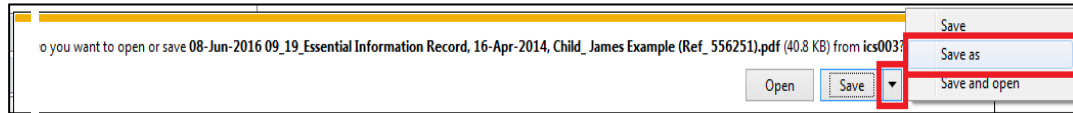
- A pop up box will then appear and you will need to find a place to save the document. Documents should be saved either on your H-Drive or the N-Drive.

5.   Input information after a rollback

- Once a rollback has taken place the information removed will need to be re-input onto LCS.

- You will need to find where you saved the forms that were removed

- Once you have located the document double left click it and it will open up the PDF.

- When the PDF is open you will then need to left click and hold and highlight the relevant information.

- Right click and click Copy

- Go into the LCS and the relevant form, right click in the question you are wanting to answer and click "Paste".

- You will need to repeat the above points for each question in the form you are completing and then finalise it.

If you have any queries please contact the LCS Support Mailbox and an LCS Support Officer will assist you.