



LCS / Making a Record as a Duplicate

Liquidlogic Children's Systems (LCS)

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DOCUMENT HISTORY

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13.05.2016	B. CAMPBELL	1.0	INITIAL VERSION
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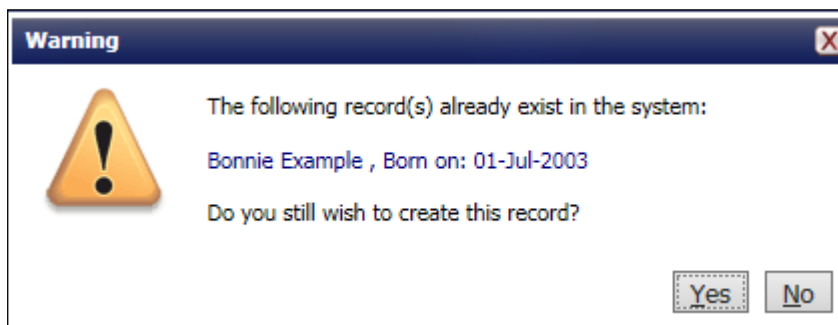
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1. What is Reindexing (Marking A Record As A Duplicate)

Reindexing is the ability to move data from one person's record to another.

- Information is not copied to a record, it is removed from the original record and placed in the new record
- This will resolve issues with duplicate records
- A full audit history is kept of all Reindex events that take place
- If you create a duplicate record, the following prompt appears. If you still click on Yes, follow the procedure below to request the reindexing process.



1.1. What is not reindexed

Prior to reindexing – the following items will need to be manually moved to the master record (as reindexing does not copy these across).

- Addresses
- Paper files
- Ethnicity
- Date of Birth

1.2. What is reindexed

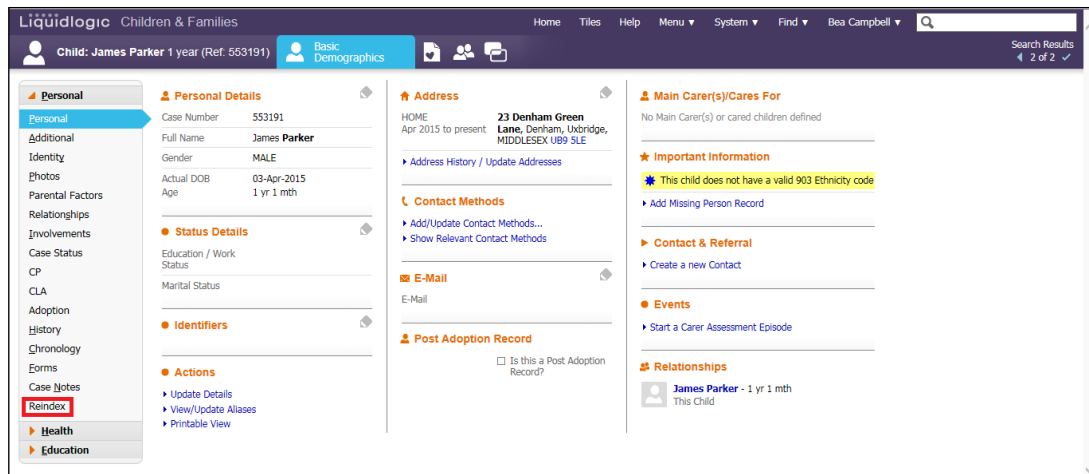
- Contacts
- Referrals (as long as they will not overlap an existing referral)
- Forms
- Casenotes
- Assessments

2. How To Request A Record Be Reindexed

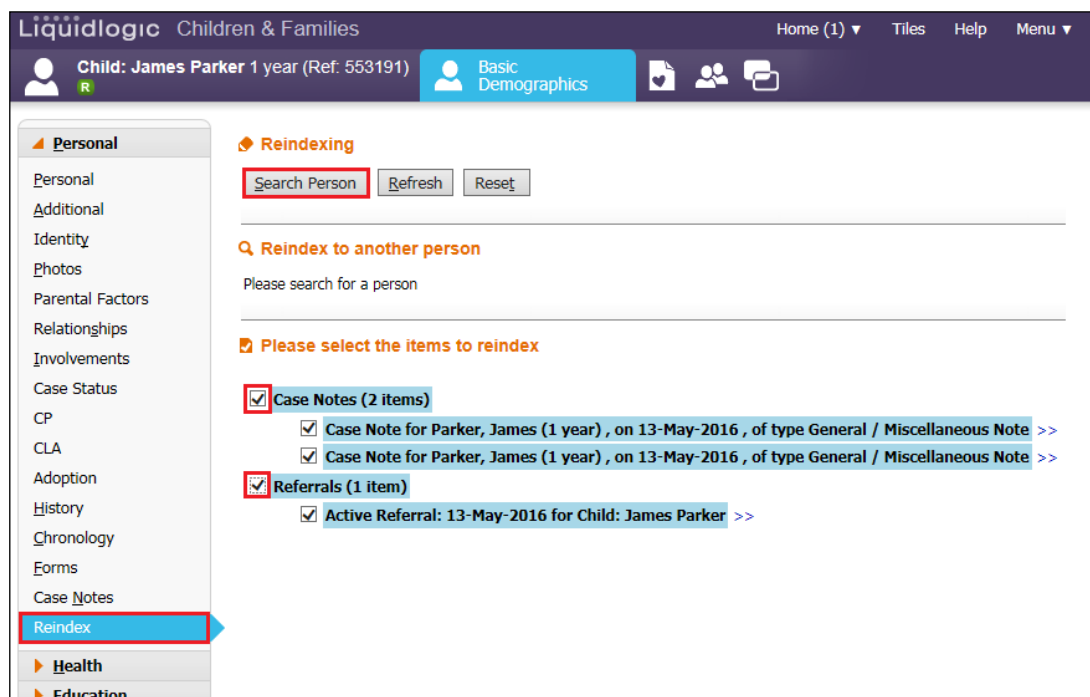
Please view flowchart at the end of the user guide.

3. Reindexing A File – Workforce Development Team

- Access the LCS duplicated record.
- Click on the Reindex sidebar.



- The screen will change to show the items that are available to be reindexed.
- Click on the checkboxes to either select all the items in a section or click an indented section checkbox to select an individual item.

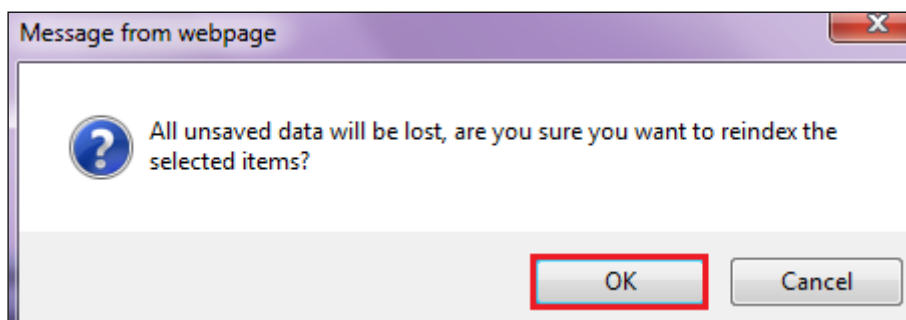


- Click on Search Person and search for the master record the information is to be moved into.

- The reindexing screen will update to show the master file. Click on the Reindex button.

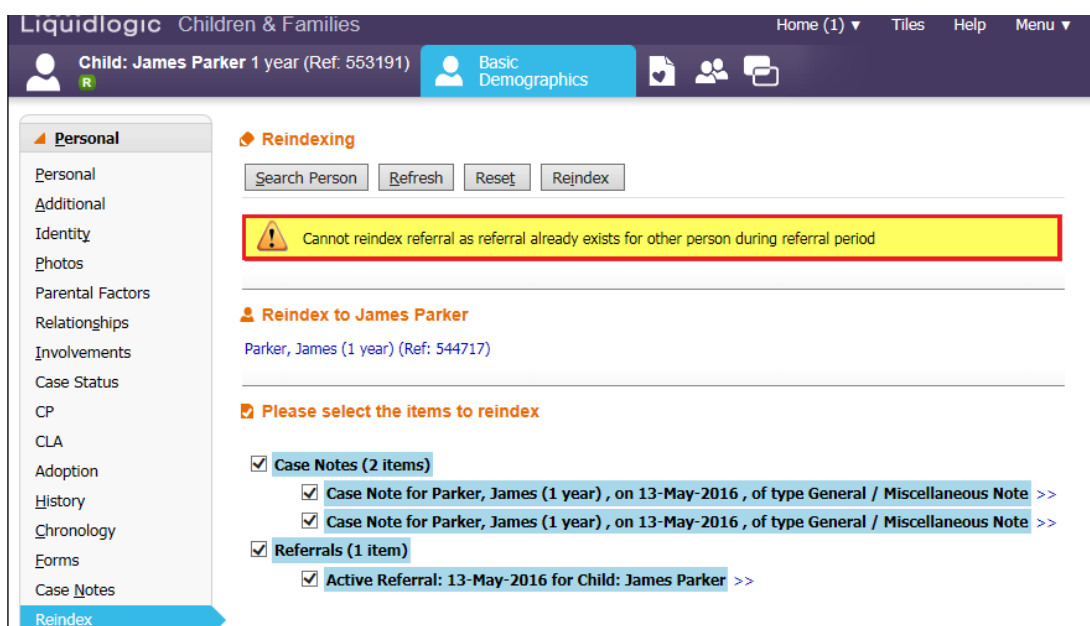


- Click on OK.



3.1. Reindexing Error Message

- If you attempt to reindex an overlapping Referral, the following error message will appear.



- Untick the Referral checkbox.
- Reclick the Reindex button.

The screenshot shows the 'Liquidlogic Children & Families' interface. The top navigation bar includes 'Home (1)', 'Tiles', 'Help', and 'Menu'. The main header displays 'Child: James Parker 1 year (Ref: 553191)' and 'Basic Demographics'. A left-hand navigation menu lists various categories, with 'Reindex' highlighted in red. The main content area is titled 'Reindexing' and contains buttons for 'Search Person', 'Refresh', 'Reset', and 'Reindex' (highlighted in red). Below this, it shows 'Reindex to James Parker' with the name 'Parker, James (1 year) (Ref: 544717)'. A section titled 'Please select the items to reindex' contains a list of items with checkboxes: 'Case Notes (2 items)' (checked), 'Case Note for Parker, James (1 year), on 13-May-2016, of type General / Miscellaneous Note >>' (checked), 'Case Note for Parker, James (1 year), on 13-May-2016, of type General / Miscellaneous Note >>' (checked), 'Referrals (1 item)' (unchecked), and 'Active Referral: 13-May-2016 for Child: James Parker >>' (unchecked). The 'Referrals' section is highlighted with a red box.

- Click on OK.

The screenshot shows a 'Message from webpage' dialog box with a question mark icon. The text inside reads: 'All unsaved data will be lost, are you sure you want to reindex the selected items?'. At the bottom, there are two buttons: 'OK' (highlighted in red) and 'Cancel'.

- LCS will display that All selected items reindexed and display anything left behind.

The screenshot shows the 'Liquidlogic Children & Families' interface. At the top, it identifies the child as 'James Parker 1 year (Ref: 553191)'. The left-hand navigation menu is expanded to show 'Reindex' in blue. The main content area is titled 'Reindexing' and contains several buttons: 'Search Person', 'Refresh', 'Reset', and 'Reindex'. A red box highlights a message box that says 'All selected items reindexed'. Below this, there is a section 'Reindex to James Parker' with the text 'Parker, James (1 year) (Ref: 544717)'. A checkbox is labeled 'Please select the items to reindex', with a sub-item 'Active Referral: 13-May-2016 for Child: James Parker >>'.

4. Removing Restrictions – CYP Solutions Team

- If there are any restrictions on the record, clear these before marking the duplicate record using Restricted Access and Change Access To This Record.

The screenshot shows the 'Liquidlogic Children and Families' interface for a restricted record. The child is identified as 'Bonnie Example 12 years (Ref: 500369) (Restricted)'. The left-hand navigation menu is expanded to show 'Restricted Access' in blue. The main content area is titled 'Restriction of Access' and displays the message: 'Access to requested Record Denied. Please contact the ICS Support Team on x2354, x3718 or x7053'. Below this, there are several options: 'Update Security Information', 'Update Reason for Restriction', 'Update Manager Responsible for Restriction', 'Change Access to this Record' (highlighted with a red box), and 'Copy restriction to relatives'. A yellow box contains the text: 'Once restrictions have been copied, they are managed from the Individuals record. If you make changes to restrictions, please use Copy restriction to relatives to update these records.' On the right side, there is a section 'Access is ONLY available to: Bea Campbell - LCS' and a 'Review' section with a 'Review Date' of '17-May-2016'.

5. Marking The Record as A Duplicated Record – CYP Solutions Team

Liquidlogic Children and Families Home (1) Tiles Help Menu System Find Bea Campbell

Update Cancel - Update: Child: bonnie example

Personal Details	Address
Case Number: 500832 Surname: example Forename: bonnie Gender: FEMALE Actual DOB: 01-Jul-2003 Age: 12 years Type: Child Aliases:	HOME ADDRESS: 9 Benjamin Road , High Wycombe, Buckinghamshire HP13 6SP Jul 2003 to present

Original record: Example, Bonnie (12 years)

Personal Details	Address
Case Number: 500369 Title: MISS Surname: Example Forename: Bonnie Gender: FEMALE Actual DOB: 01-Jul-2003 Age: 12 years Type: Child Aliases: ALIAS: Bon Example	CARER ADDRESS: 11 Care Street , Carewich, Caresville HP22 5AU Feb 2015 to present HOME ADDRESS: 9 Benjamin Road , High Wycombe, Buckinghamshire HP13 6SP Jul 2013 to present

Find the original record for this person

- Reaccess the duplicated record.
- From the Personal sidebar, click on Mark This Record as a Duplicate.

Liquidlogic Children and Families Home Tiles Help Menu System Find Bea Campbell

Child: Bonnie Example 12 years (Ref. 500369) Basic Demographics

CLA R CWD

Personal	Personal Details	Address	Main Carer(s)/Cares For				
<ul style="list-style-type: none"> Personal Additional Identity Photos Risks Parental Factors Relationships Involvements Case Status CP CLA Adoption History Chronology Forms Case Notes Reindex Restricted Access Health Education 	<p>Case Number: 500369</p> <p>Full Name: MISS Bonnie Example</p> <p>Gender: FEMALE</p> <p>Aliases: ALIAS: Bon Example</p> <p>Actual DOB: 01-Jul-2003 Age: 12 years</p> <p>Status Details</p> <p>Education / Work Status</p> <p>Marital Status</p> <p>Identifiers</p> <p>Actions</p> <ul style="list-style-type: none"> Update Details Mark this Record as a Duplicate View/Update Aliases Printable View Find Similar People 	<p>CARER ADDRESS: 11 Care Street, Carewich, Caresville HP22 5AU Feb 2015 to present</p> <p>HOME ADDRESS: 9 Benjamin Road, High Wycombe, Buckinghamshire HP13 6SP Jul 2013 to present</p> <p>Address History / Update Addresses</p> <p>Contact Methods</p> <p>HOME: 01296 998877</p> <p>Add/Update Contact Methods... Show Relevant Contact Methods</p> <p>E-Mail</p> <p>E-Mail</p> <p>Post Adoption Record</p> <p><input type="checkbox"/> Is this a Post Adoption Record?</p>	<table border="1"> <thead> <tr> <th>Relationship</th> <th>FullName</th> </tr> </thead> <tbody> <tr> <td>MOTHER</td> <td>Lily Example</td> </tr> </tbody> </table> <p>Important Information</p> <p>There are no specific alerts at this time.</p> <p>Add Missing Person Record</p> <p>Contact & Referral</p> <p>Create a new Contact</p> <p>Relationships</p> <ul style="list-style-type: none"> Bonnie Example - 12 years This Child CLA R CWD Lily Example - ~ 39 years Bonnie's MOTHER David Example - ~ 44 years Bonnie's FATHER Rosie Example - 8 years Bonnie's SISTER James Example - 12 years Bonnie's BROTHER Clyde Example - 13 years Bonnie's BROTHER 	Relationship	FullName	MOTHER	Lily Example
Relationship	FullName						
MOTHER	Lily Example						

ics002:20002/web/view/htm?tid=95a8ab45aa37fddc:500369&cls=com.ics.DBPerson#

- Click on the “Find the original record for the person” link and locate the master record.

Update Cancel - Update: Child: Bonnie Example

Update Example, Bonnie (12 years)

Personal Details

Case Number 500369
 Title MISS
 Surname Example
 Forename Bonnie
 Gender FEMALE
 Actual DOB 01-Jul-2003
 Age 12 years
 Type Child
 Aliases ALIAS:
 Bon Example

Address

CARER ADDRESS **11 Care Street**, Carewich, Caresville HP22 5AU
 Feb 2015 to present
 HOME ADDRESS **9 Benjamin Road**, High Wycombe, Buckinghamshire HP13 6SP
 Jul 2013 to present

[Find the original record for this person](#)

- Click on “Select”

Find the original record Back **Select** Printable View

Query Results (1)

	Forename	Surname	Gender	Age	Date of Birth	Address
1	Bonnie	Example	FEMALE	12 years	01-Jul-2003	9 Benjamin Road, High Wycombe, Buckinghamshire, HP13 6SP

- Click on “Update”

Update Cancel - Update: Child: bonnie example

Personal Details

Case Number 500832
 Surname example
 Forename bonnie
 Gender FEMALE
 Actual DOB 01-Jul-2003
 Age 12 years
 Type Child
 Aliases

Address

HOME ADDRESS **9 Benjamin Road**, High Wycombe, Buckinghamshire HP13 6SP
 Jul 2003 to present

Original record: Example, Bonnie (12 years)

Personal Details

Case Number 500369
 Title MISS
 Surname Example
 Forename Bonnie
 Gender FEMALE
 Actual DOB 01-Jul-2003
 Age 12 years
 Type Child
 Aliases ALIAS:
 Bon Example

Address

CARER ADDRESS **11 Care Street**, Carewich, Caresville HP22 5AU
 Feb 2015 to present
 HOME ADDRESS **9 Benjamin Road**, High Wycombe, Buckinghamshire HP13 6SP
 Jul 2013 to present

[Find the original record for this person](#)

The record is now marked as a Duplicate Record.

The screenshot shows the Liquidlogic Children and Families interface. The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', 'System', 'Find', and the user name 'Bea Campbell'. The main header displays 'Child: bonnie example 12 years (Ref: 500832)' and a 'Basic Demographics' button. A search bar on the right shows 'Search Results' and '2 of 2'. The main content area features a search bar with 'e: example, bonnie (12 years)'. Below the search bar, a red box highlights 'Duplicate Record' with a red prohibition sign icon. The record details are organized into three columns: Personal Details, Address, and Duplication Details.

Personal Details	Address	Duplication Details
Case Number 500832 Surname example Forename bonnie Gender FEMALE Actual DOB 01-Jul-2003 Age 12 years Type Child Aliases	HOME ADDRESS 9 Benjamin Road, High Wycombe, Buckinghamshire HP13 6SP Jul 2003 to present	Original record Example, Bonnie (12 years) Duplicate created by Bea Campbell, Trainer Duplicate created on 16-May-2016 10:15 Marked as duplicate by Bea Campbell, Trainer Marked as duplicate on 16-May-2016 10:24

6. Searching For A Duplicated Record

If you search for a duplicated record, only the master record will display. You cannot view the duplicated record anymore.

7. Flowchart For Process Of Removing A Duplicated Record

