



# **LCS / Printing Guide**

## **Liquidlogic Children's Systems (LCS)**

Author: Lisa Burnell

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## TABLE OF CONTENTS

1.	OVERVIEW .....	1
2.	PRINTING PRINCIPLES .....	1
3.	PAGE SETTINGS – REMOVAL OF HEADERS/FOOTERS.....	1
4.	PRINTING VIA FORMS/PATHWAY .....	2
5.	TO CHANGE HOW THE RELATIONSHIPS PRINT IN YOUR FORM.....	2
6.	CONFIGURE THE PRINT OUT .....	4
7.	PRINTING THE FORM.....	5

## 1. Overview

This guide has been specifically designed for all LCS Users within the Children & Young People Service who need to print a meaningful LCS document for wider distribution. This guide will help you to use the functions available effectively.

## 2. Printing Principles

LCS forms are to be sent electronically in all instances where possible to other professionals, if the document is for a meeting it should be sent before the meeting takes place. Professionals can print their own copy for a meeting.

Forms for distribution to Parents, Foster Carers and Children can be printed.

## 3. Page Settings – Removal of Headers/Footers

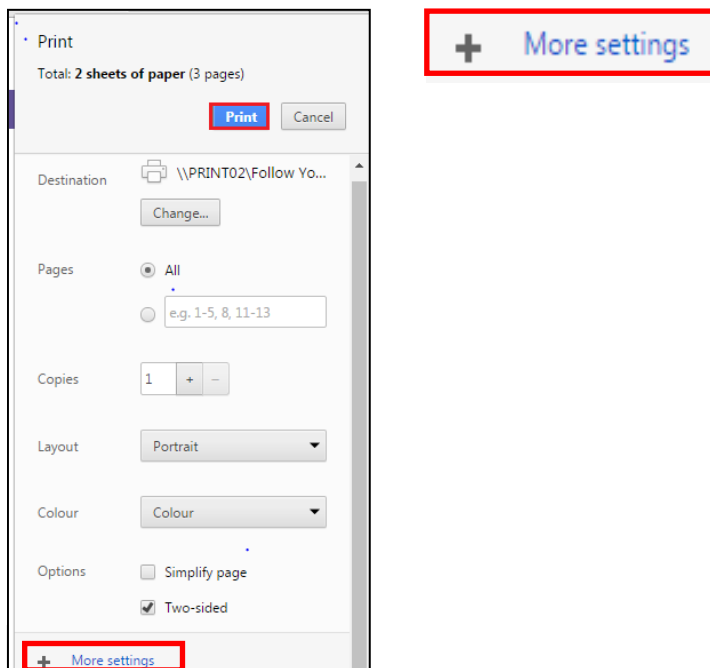
- Before printing any form on LCS, ensure that your page settings on Internet Explorer under 'File>Page Set-up' are set to remove the Header and Footers. You can keep the Page # of total pages as shown below.

The screenshot shows the 'Page Setup' dialog box with the following settings:

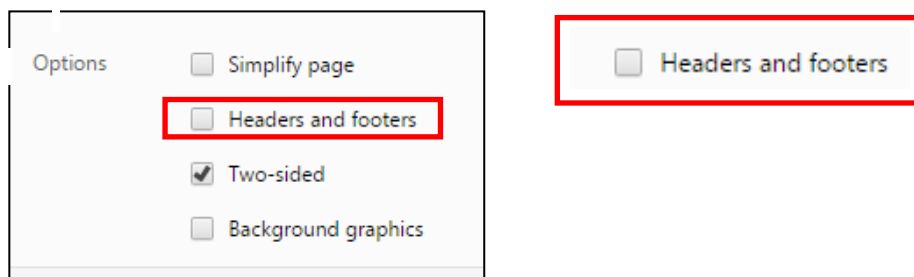
- Paper Options:** Page Size: A4 (210 x 297 mm); Portrait selected; Print Background Colors and Images checked; Enable Shrink-to-Fit checked.
- Margins (millimeters):** Left: 19; Right: 19; Top: 19; Bottom: 19.
- Headers and Footers:** Header: Three empty dropdown menus; Footer: Two empty dropdown menus and one dropdown menu set to 'Page # of total pages'. A 'Change font' button is located below the header/footer fields.

Red boxes highlight the dropdown menus for the Header and Footer fields, and the 'Page # of total pages' field.

- Ensure the setting do not print the URL. If you use Google Chrome, click into 'Print' from the menu and then click 'more settings', at the bottom of the screen.



- This will open further options, untick the Header and Footer.



#### 4. Printing Via Forms/Pathway

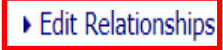
- Within LCS, locate the form that you wish to print via the Basic Demographics, Forms tab, or the Pathway. Open the form.



#### 5. To Change How The Relationships Print In Your Form

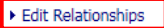
- In Basic Demographics, if any relatives have the 'Crossed through print' symbol next their details, they will not print; if there is no symbol, they will print.

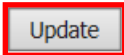


- Click 'Edit Relationships' to edit the print settings as required. 

**Family & Other Relationships**

Flags	Relationship	Case No	Name	Age	Date of Birth	Gender	Alerts	Start Date	End Date
CAREER ADDRESS: Tree Tops London Road, Chalfont St Giles, Bucks, HP8 4NN									
	Self		Amy Ascot	16 years	15-Dec-1999	FEMALE			
HOME ADDRESS: 21 Victoria Street, Aylesbury, Buckinghamshire, HP20 1LZ (Confidential)									
	MOTHER		Alice Ascot	≈ 42 years	15-Dec-1973	FEMALE		27-Dec-2006	
	FATHER		Arthur Ascot	≈ 44 years	15-Dec-1971	MALE		27-Dec-2006	
CAREER ADDRESS: 5 Roberts Road, High Wycombe, Bucks, HP13 6XA									
	BROTHER		Alistair Ascot	12 years	15-Feb-2004	MALE		27-Dec-2006	
HOME ADDRESS: Tree Tops London Road, Chalfont St Giles, Bucks, HP8 4NN									
	CARER		Patricia Nicklaus	45 years	10-Jun-1970	FEMALE		27-May-2006	



- Click on the 'Update' button on the far right-hand side of each relationship to edit appropriately. 

Save Reset


MC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FATHER	Peter New	≈ 35 years MALE	HOME v10 TEST 1 Church End, Princes Risborough, HP27 9PD	04-Nov- 2015	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOTHER	Marjory New	≈ 35 years FEMALE	HOME v10 TEST 1 Church End, Princes Risborough, HP27 9PD	04-Nov- 2015	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BROTHER	Sam New	5 months MALE	HOME v10 TEST 1 Church End, Princes Risborough, HP27 9PD	04-Nov- 2015	

▶ Search and Create - Search for related people or create a new person in the LCS system  
 ▶ Suggest - Suggest other relationships based on existing relationships

- Within the 'Update' screen, untick/tick the 'Do Not Print this Relationship in forms' tick-box as appropriate and click the 'Update' button.


**Print**

Do NOT print this relationship in forms

- Return to your LCS form, at the top of the left hand column click on the 'Print' link. 

Child: Polly New 14 years (Ref: 525286) Request for Placement, 12-

Information Assessment Consolidation Revisions

 Print

**Child/Young Person Details**

Preferred Name

Primary Address

1 Church End  
Bledlow  
Princes Risborough  
BUCKINGHAMSHIRE

## 6. Configure the Print Out

- The next screen will allow you to configure your print out, to help you create a meaningful and functional form.

### Configure Printable Style of Report

- Use Large Font  
 Print Landscape  
 Print For Paper Form Fill

### Configure What to Print

- Print Service User Details  
 Reduce Service User Details  
 Hide Address from Service User Details  
 Print Guidance Notes  
 Print Answered Questions Only  
 Print Multi line answers beneath the Question

### Configure Sections to Print

- Print Current Heading Only  
 Select Headings to Print

### Consolidated Report

- Blake, Bonnie (10 years)  
 Blake, Blake (12 years)

### Configure Printable Style of Report

**Use Large Font** = Enlarges the text size (This increase the number of pages in your printed form)

**Print Landscape** = Changes page orientation. **(The agreed policy is it to print in Portrait, except for Children’s Plans)**

**Print For Paper Form Fill** = Prints the form with large spaces to ‘hand write’ answers, if necessary. Please note this is not a blank template.

### Configure What to Print

**Print Service User Details** = Prints Child’s Full Name, DOB, ID Number, Home, Temporary and Contact Address(s) and Tel contact details.

**Reduce Service User Details** = Family Name, Given Name, Age and ID Number only (Untick this if you want to see the Service User Details – as above).

**Hide Address from Service User Details** = Prints all other Service User Details (as above) except the Address.

**Print Guidance Notes** = If ticked, prints the notes used to support your recording – **This isn’t necessary for printing for family members and other professionals.**

**Print Answered Questions Only** = Prints the questions that have been answered and leaves all that were unanswered out.

**Print Multi Line answers beneath the question** = Multi-line answers appear under the question instead of to the right-hand side of it. **Use this when there are large paragraphs of text in your document.**

### Configure Sections to Print

**Print Current Heading Only** = Allows you to print the one heading, that was on screen before you clicked to ‘Print’.

**Select Headings to Print** = Opens up a list of all of the headings within the form allowing you to select those that are relevant and to omit headings that weren’t completed.

**Consolidated Report** = Allows you to print out an individual document for each child consolidated.

- All forms have some configurations selected as default i.e.: Print Service User Details. These differ between forms, so ensure you check and edit, if necessary.

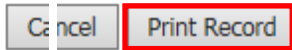
### Configure What to Print

- Print Service User Details  
 Reduce Service User Details

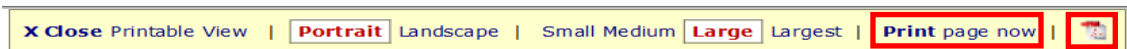
- If an address is marked (Confidential) in Basic Demographics, it will read as ‘Confidential Address’ only in your printed form. You will have to untick this within Basic Demographics, Address history, if you want it to print in full.

## 7. Printing the form

- Click the 'Print' button at the bottom of the configuration screen, once you have configured your form.



- Your form will display in a printable view.
- Using the banner at the top of the screen, you can change the orientation and font size, if applicable.
- Click the 'Print page now' link to print your form or use the 'PDF' icon to export it to PDF.



- If you want to change your configuration choices, click 'X Close Printable View' to the left-hand side to return to the previous screen.

