LCS / Re-Indexing Manual

Liquidlogic Children's Systems (LCS)

Author: Bea Campbell

Date: 13.05.2016

DOCUMENT HISTORY

Date	Produced By	Document Version	Comments
13.05.2016	B. Campbell	1.0	Initial Version
01.03.2022	S. Webb	1.1	Redesign

TABLE OF CONTENTS

1.   What is Reindexing

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.

Warning ✕

⚠ The following record(s) already exist in the system:

Bonnie Example , Born on: 01-Jul-2003

Do you still wish to create this record?

[Yes]   [No]
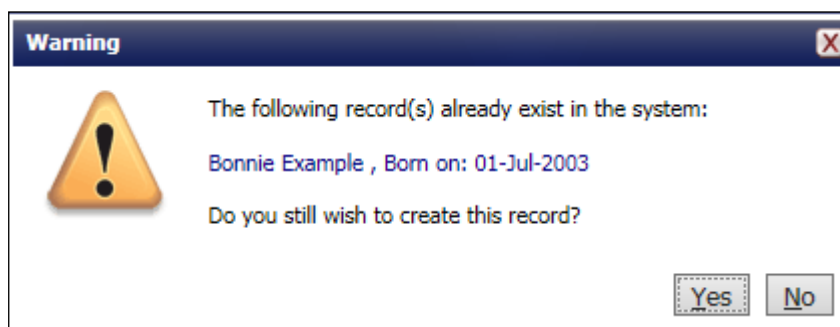
1.1.   What is/is not reindexed

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
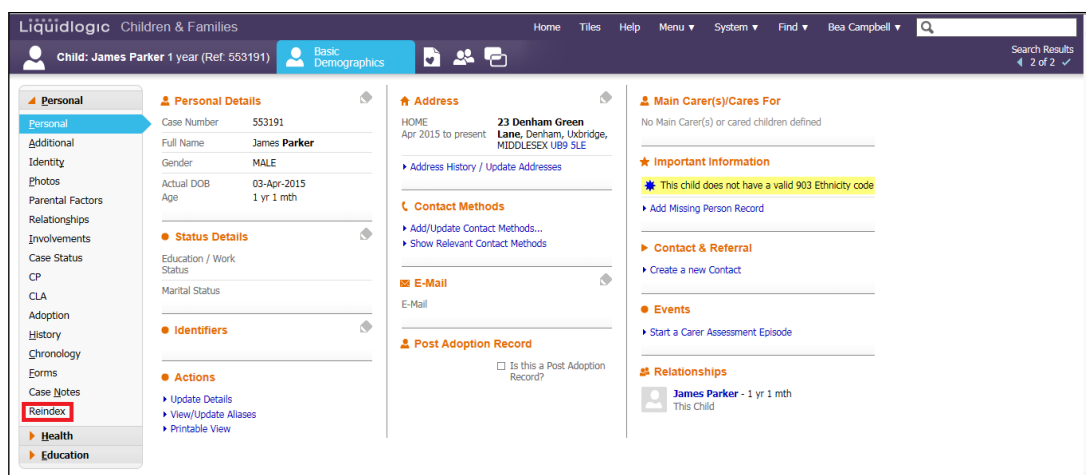- Date of Birth

LCS will reindex the following items

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

1.2.   How To Request A Record Be Reindexed

- Check with Paul and Gill at Monday's meeting

1.3. Reindexing A File

- 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.
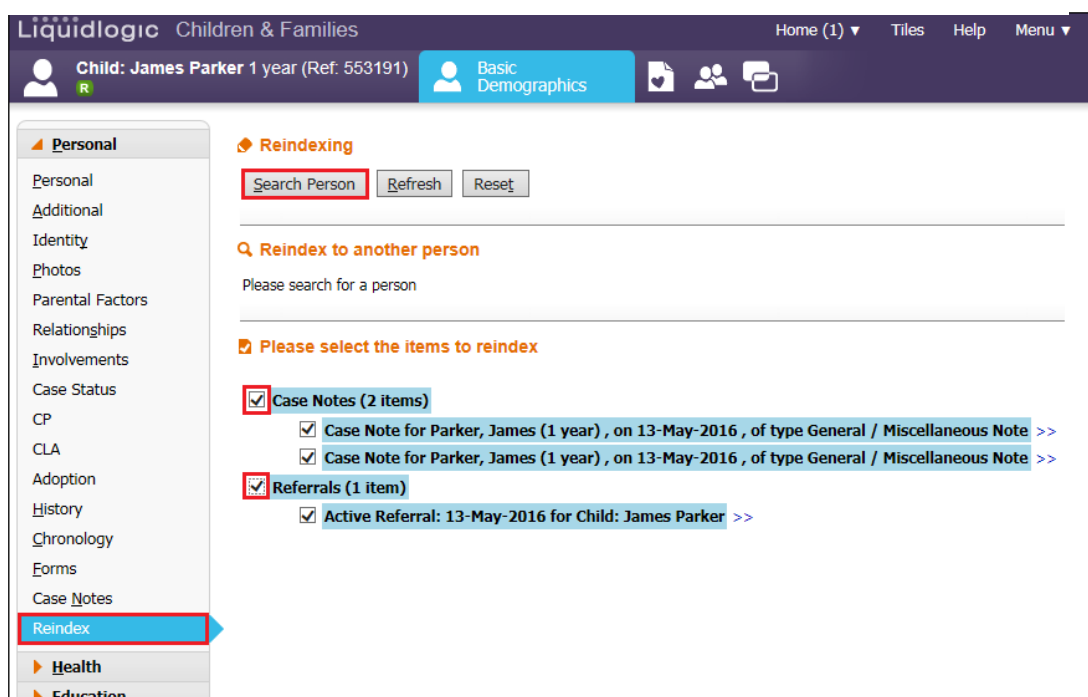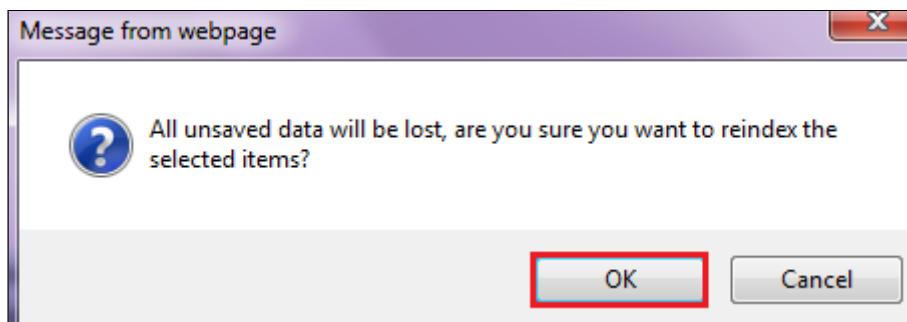

- Click on Search Person and search for the master record the information is to be moved into.

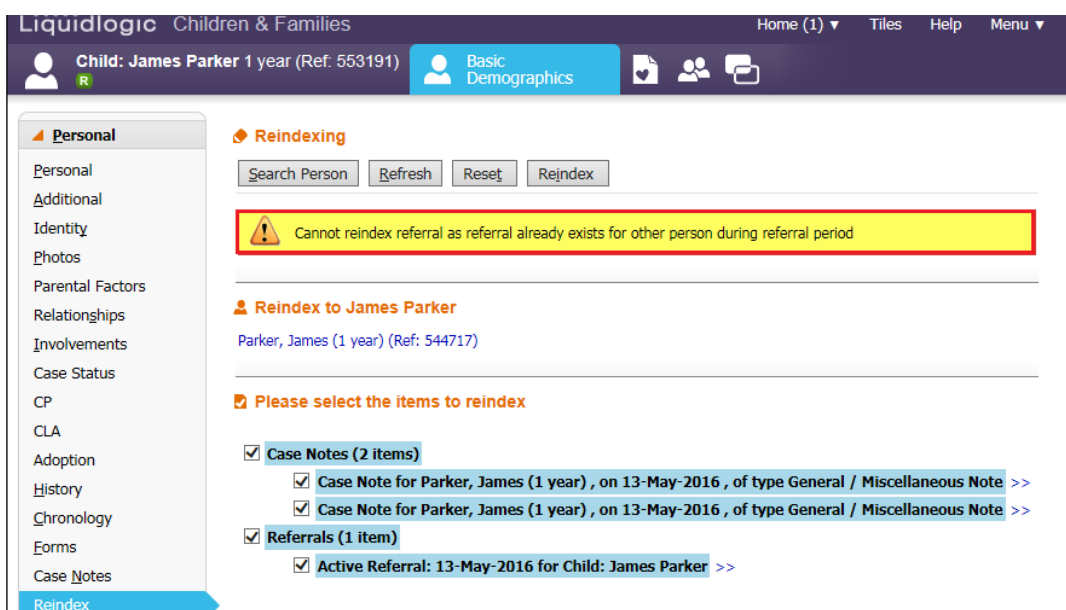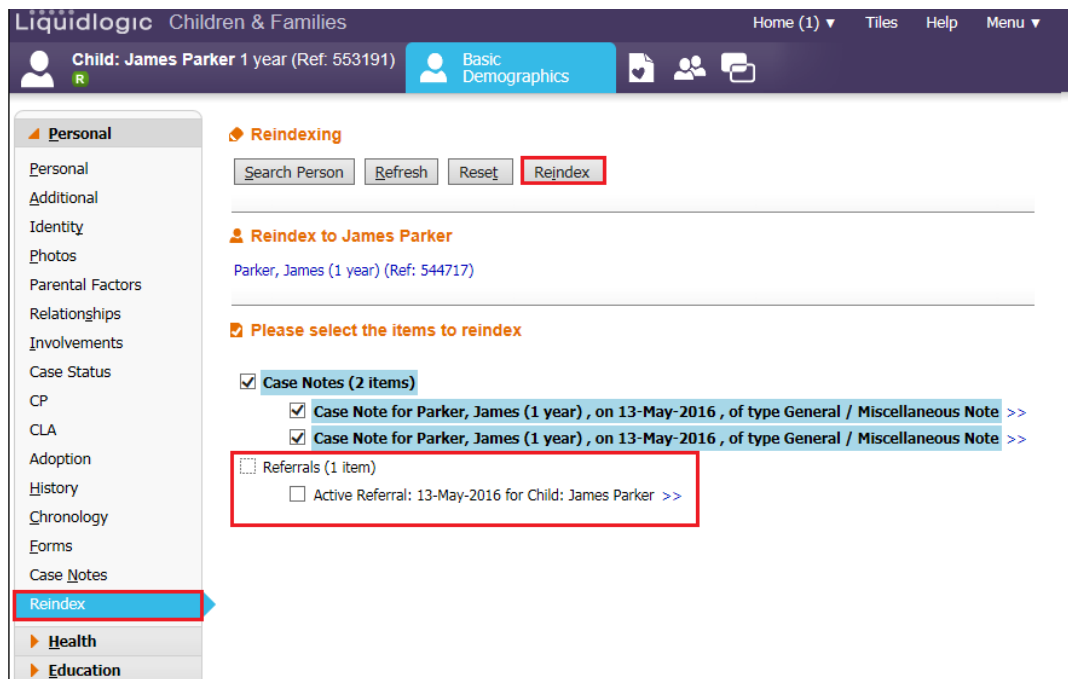- The reindexing screen will update to show the master file. Click on the Reindex button.
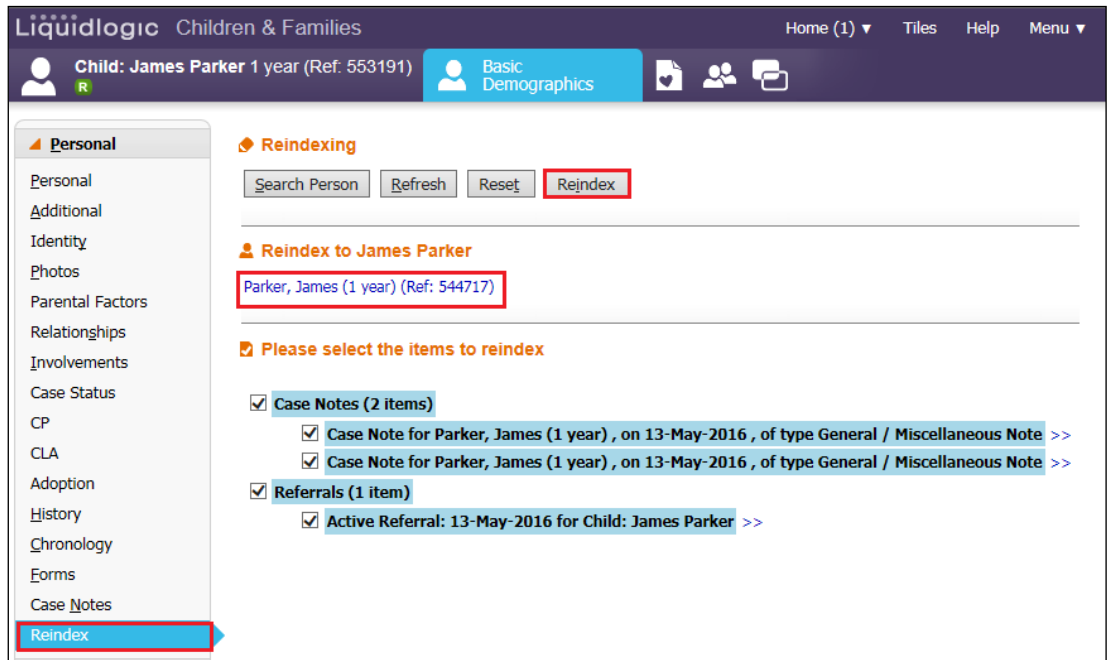
- Click on OK.

1.4. Reindexing Error Message

- If you attempt to reindex an overlapping Referral, the following error message will appear.
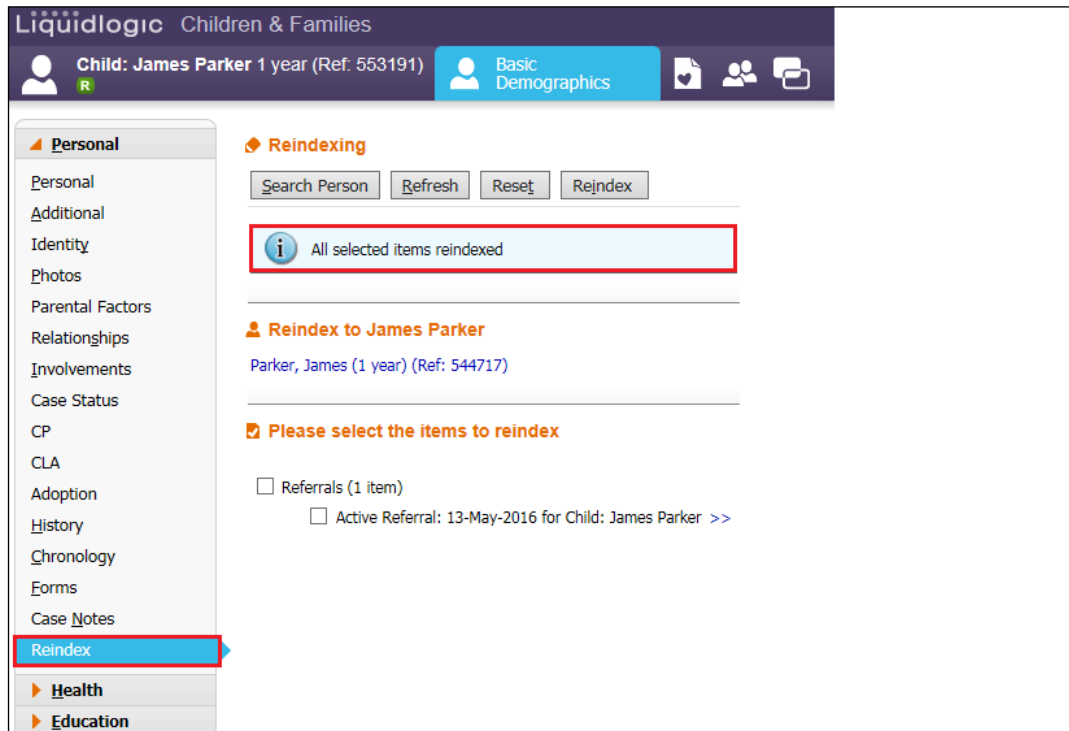
- Untick the Referral checkbox.
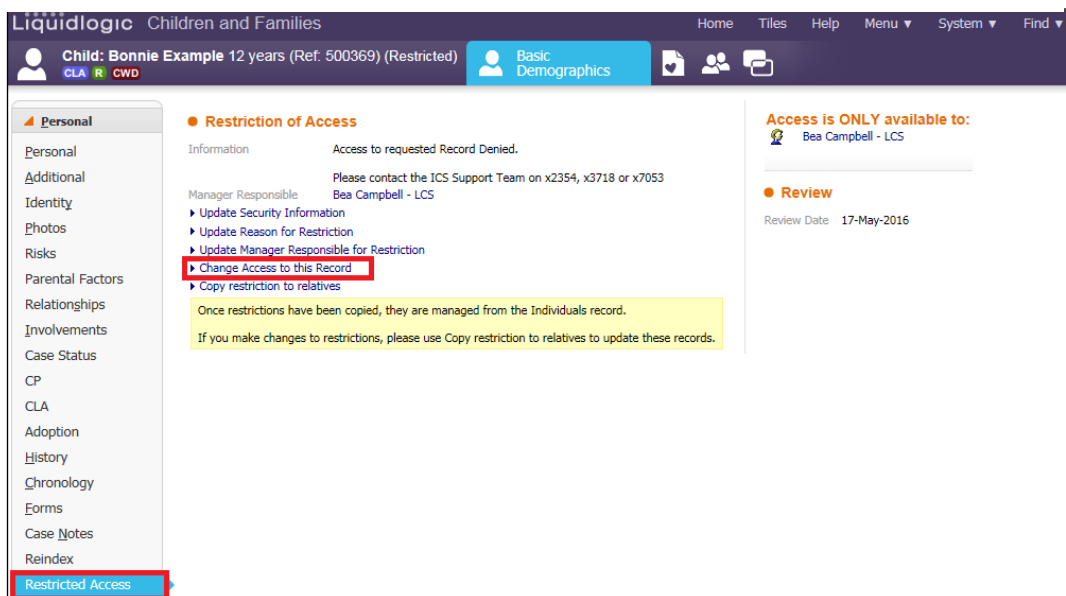
- Reclick the Reindex button.

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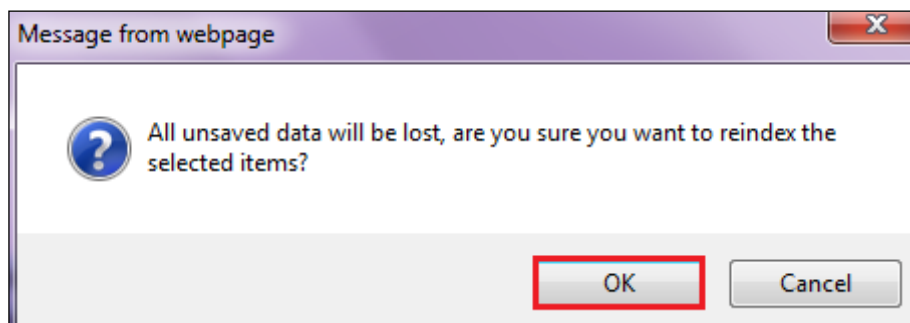
- LCS will display that All selected items reindexed and display anything left behind.

1.5. Removing Restrictions

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

2. Marking The Record as A Duplicated Record

- Reaccess the duplicated record.

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

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

- Click on "Select"

- Click on "Update"

- The record is now marked as a Duplicate Record.

2.1. Searching For A Duplicated Record

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