



# **LCS / Re-Indexing Manual**

## **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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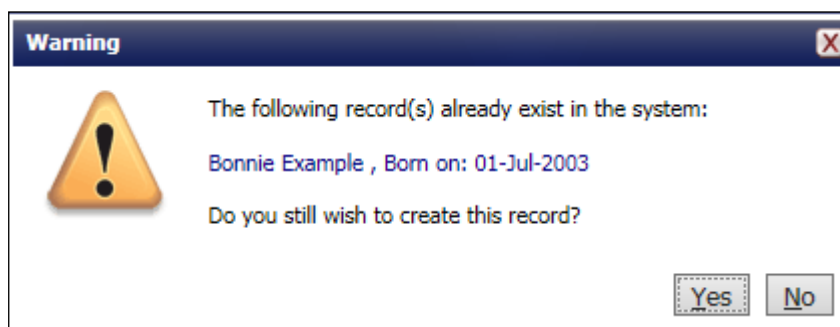
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## 1. What is Reindexing

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/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

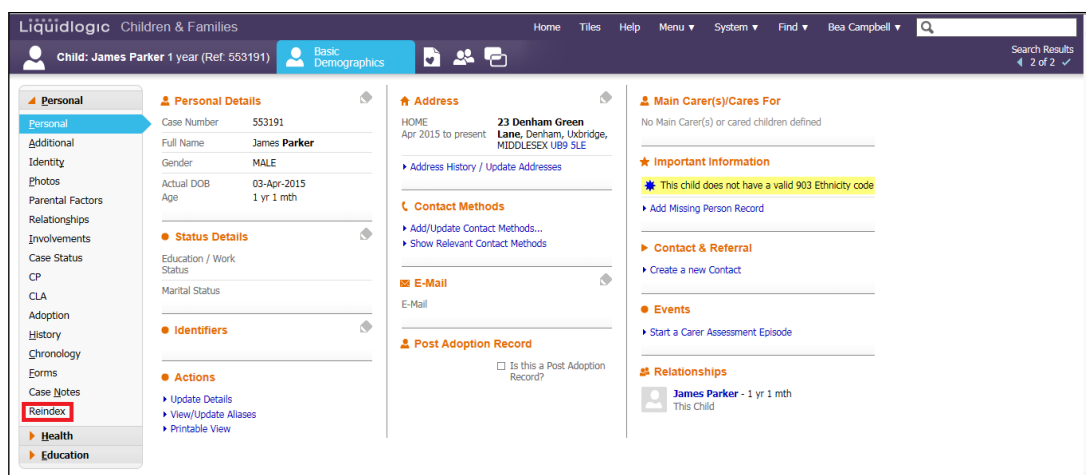
- Contacts
- Referrals (as long as they will not overlap an existing referral)
- Forms
- Casenotes
- Assessments

### 1.2. How To Request A Record Be Reindexed

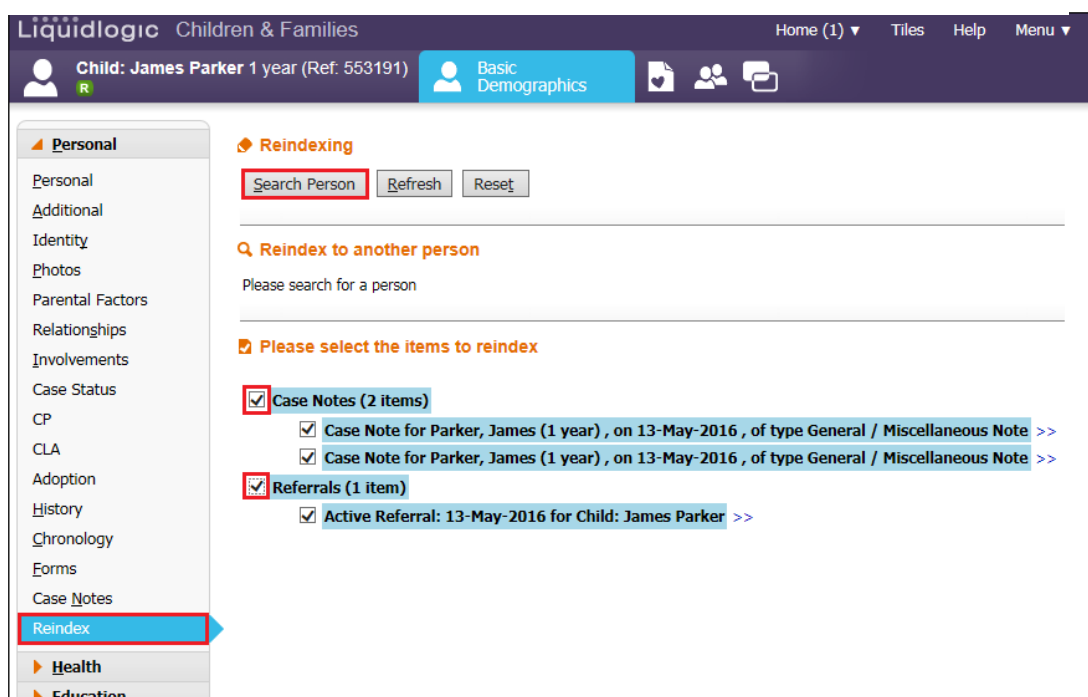
- Check with Paul and Gill at Monday's meeting

### 1.3. Reindexing A File

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

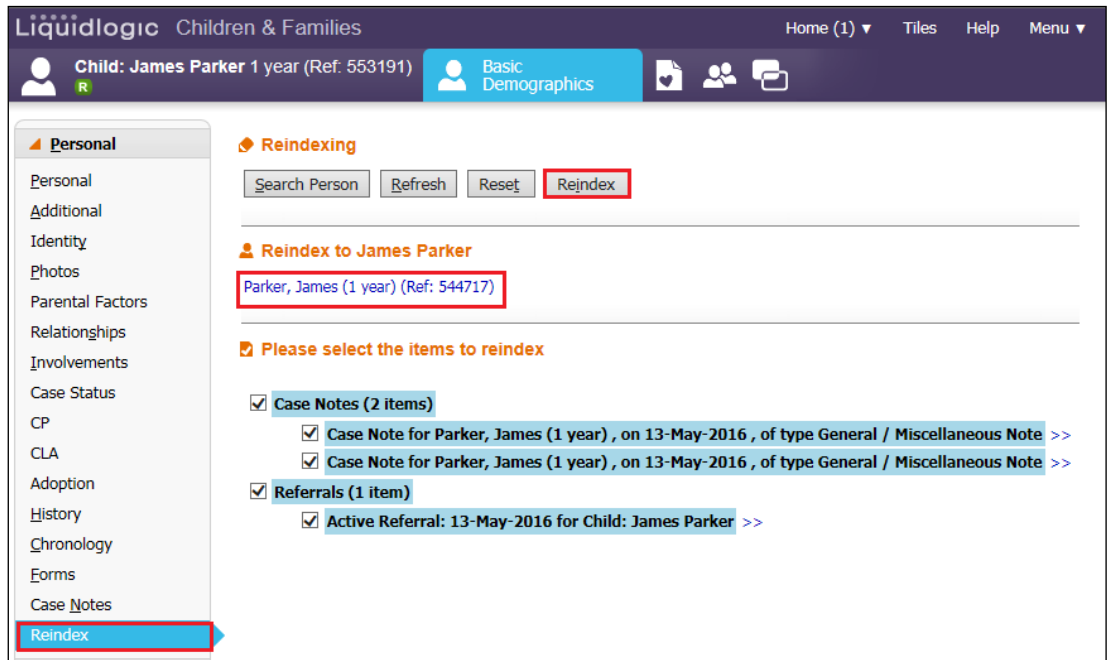


- The screen will change to show the items that are available to be reindexed.
- Click on the checkboxes to either select all the items in a section or click an indented section checkbox to select an individual item.

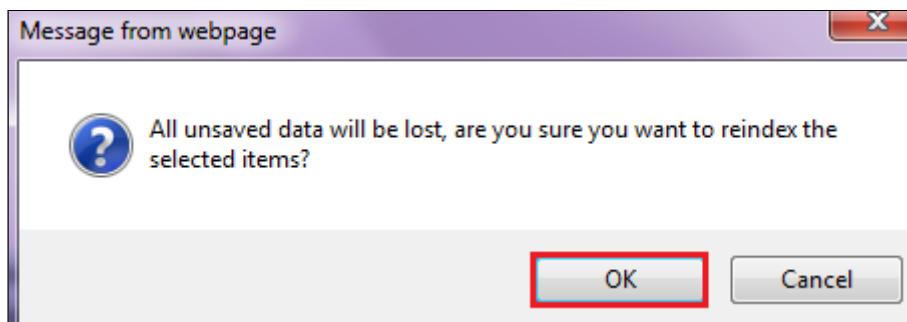


- Click on Search Person and search for the master record the information is to be moved into.

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

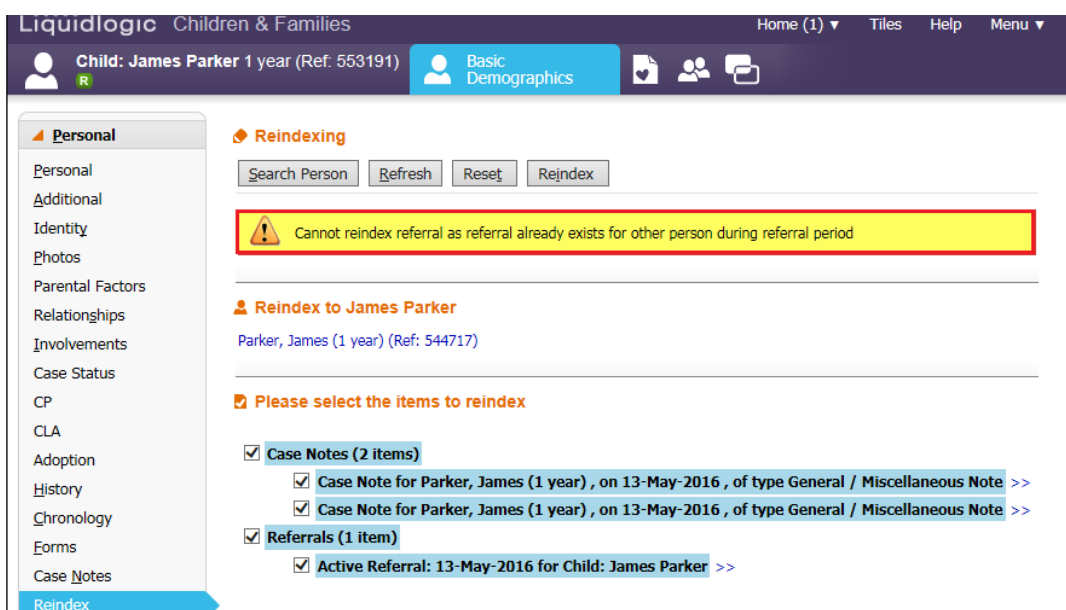


- Click on OK.

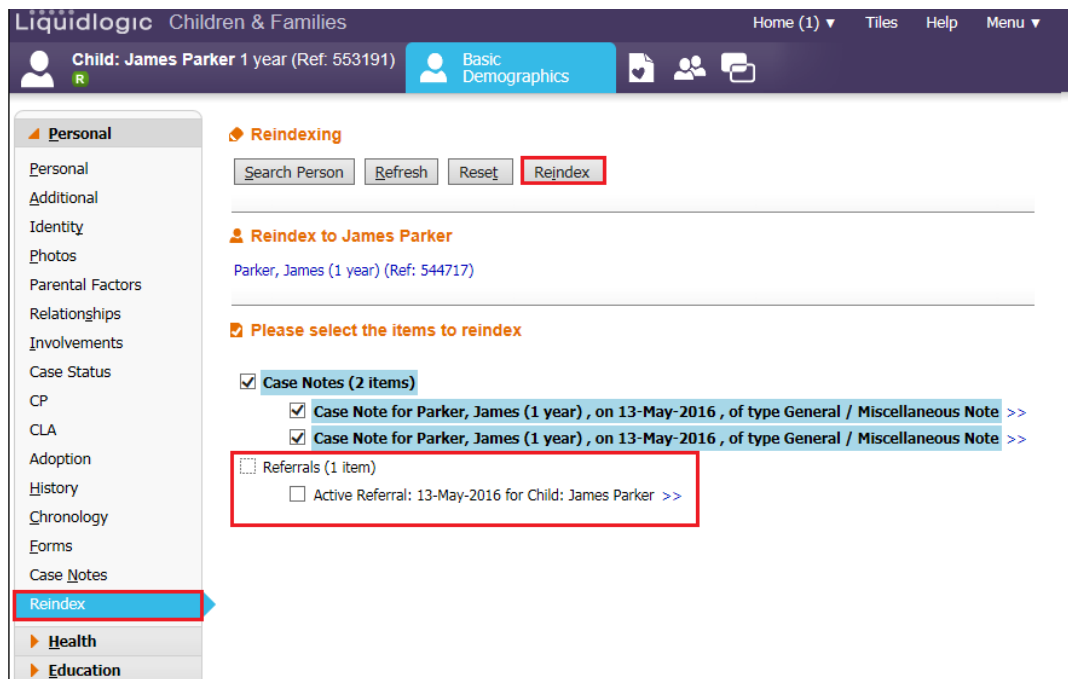


#### 1.4. Reindexing Error Message

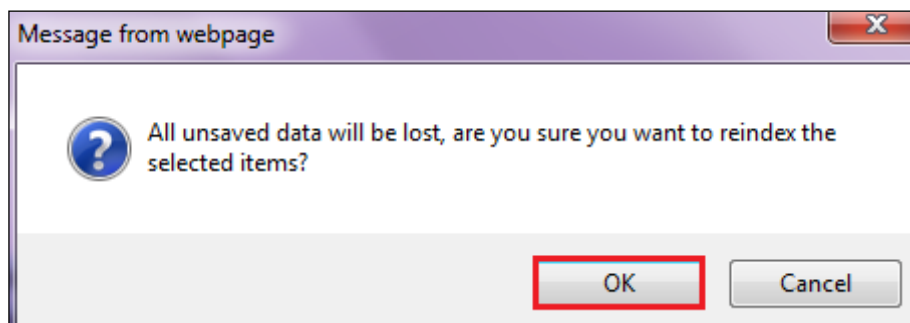
- If you attempt to reindex an overlapping Referral, the following error message will appear.



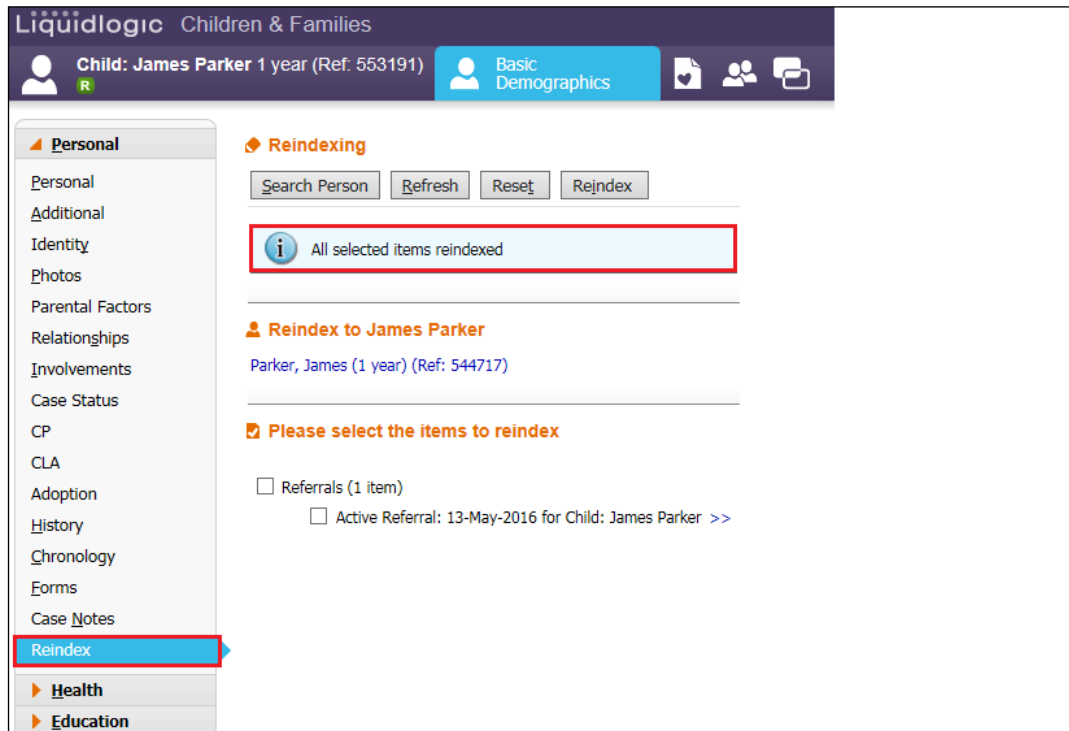
- Untick the Referral checkbox.
- Reclick the Reindex button.



- Click on OK.

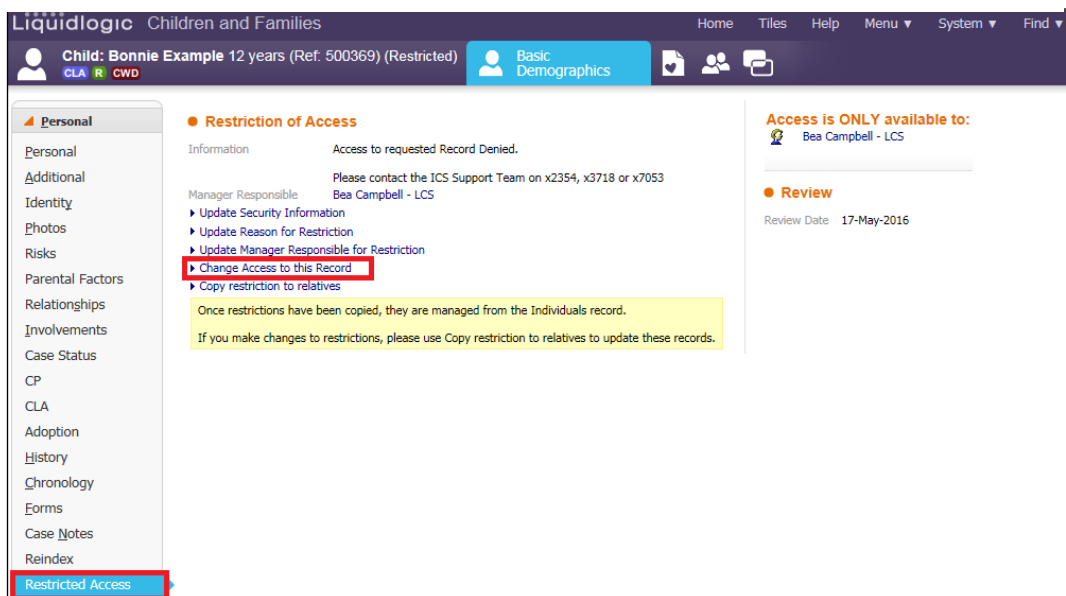


- LCS will display that All selected items reindexed and display anything left behind.



## 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.

The screenshot shows the Liquidlogic Children and Families interface. The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', 'System', 'Find', and 'Bea Campbell'. The main header displays 'Child: Bonnie Example 12 years (Ref: 500369)' and 'Basic Demographics'. The left sidebar is expanded to 'Personal', with 'Mark this Record as a Duplicate' highlighted in the 'Actions' section. The main content area shows details for Bonnie Example, including Personal Details (Case Number: 500369, Full Name: MISS Bonnie Example, Gender: FEMALE, Actual DOB: 01-Jul-2003, Age: 12 years), Address (CARER ADDRESS: 11 Care Street, Carewich, Caresville HP22 5AU; HOME ADDRESS: 9 Benjamin Road, High Wycombe, Buckinghamshire HP13 6SP), Contact Methods (HOME: 01296 998877), E-Mail, Post Adoption Record, and Main Carer(s)/Cares For (Lily Example, MOTHER). Relationships listed include Bonnie Example (12 years, This Child), 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), and Clyde Example (13 years).

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

The screenshot shows the 'Update Example, Bonnie (12 years)' form. At the top, there are 'Update' and 'Cancel' buttons, and the text '- Update: Child: Bonnie Example'. The form is divided into two columns: 'Personal Details' and 'Address'. The 'Personal Details' column includes Case Number (500369), Title (MISS), Surname (Example), Forename (Bonnie), Gender (FEMALE), Actual DOB (01-Jul-2003), Age (12 years), Type (Child), and Aliases (ALIAS: Bon Example). The 'Address' column includes CARER ADDRESS (11 Care Street, Carewich, Caresville HP22 5AU) and HOME ADDRESS (9 Benjamin Road, High Wycombe, Buckinghamshire HP13 6SP). At the bottom of the form, the link 'Find the original record for this person' is highlighted.

- Click on “Select”

The screenshot shows the search results page. At the top, there are 'Find the original record', 'Back', 'Select', and 'Printable View' buttons. Below the buttons is a table with the following data:

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”

- The record is now marked as a Duplicate Record.

## 2.1. 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.