

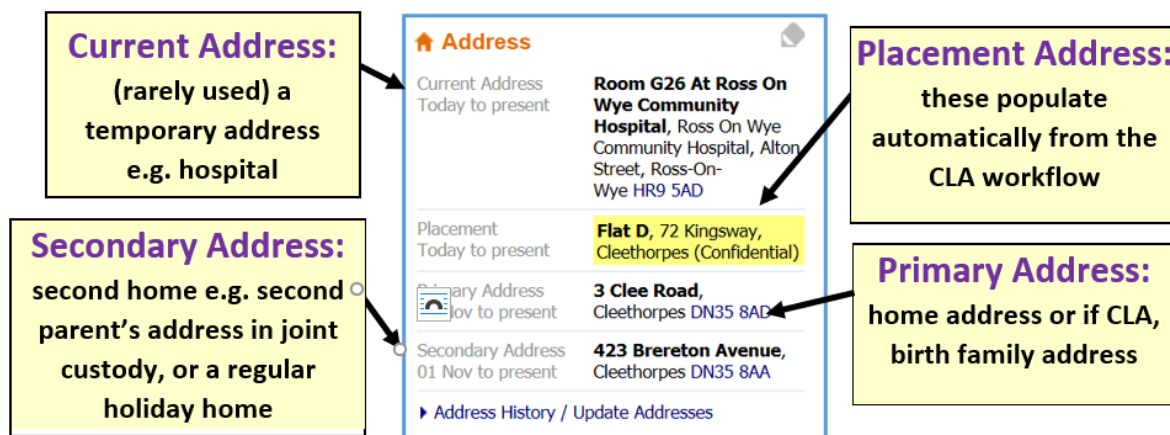


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Liquidlogic – Addresses

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-ADLL-001
Target Audience	Liquidlogic Users
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Copyright	North East Lincolnshire Council

Do you know when to use the different Address Types?



Recording Confidential Addresses

Placement addresses are not automatically made Confidential in LCS. To record an address as confidential, click **Address History / Update Addresses**, select the address in the list and select **Update address** to tick the Confidential check box.

The address will not be hidden, but will be highlighted yellow and marked "Confidential":

Placement Today to present **Flat D, 72 Kingsway, Cleethorpes (Confidential)**

How to add a new address

This does not apply to placement addresses, which are populated automatically from the CLA workflow once you have recorded the placement correctly.

To add a new Primary, Secondary or Current address:

1. Go to the child's main person record page and click **Address History / Update Addresses**.
2. Click **Add New Address** (note: **Update this Address** is only to amend the date or notes on the existing address).
3. Select the Type of address from the dropdown (referring to the guidance above) and click **Lookup Address** to search and select the new address.

Address

Primary Address Today to present **Flat D, 72 Kingsway, Cleethorpes DN35 0AB**

[Address History / Update Addresses](#)

[Update this Address...](#)

Add New Address

Address Information

Type **Primary Address**

Address Please search for an address...

[Lookup Address](#)