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## Liquidlogic – Consolidation options within Forms

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

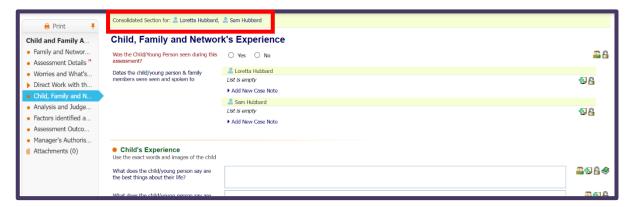


## Consolidation options within Forms

## Split responses per child

When working on a consolidated case, it is possible to provide separate text boxes and outcomes for each sibling.

In the example below, we have a consolidated Single Assessment form. The pale green section illustrates that the form is consolidated.



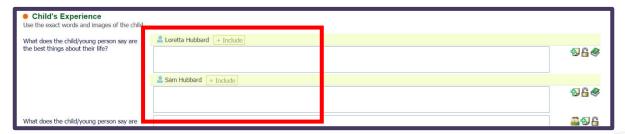
Under the Child's Experience heading, you can see the text boxes which we would use to input our information. It is possible to split these boxes so that you can provide separate responses for each child rather than input all siblings' responses within one text box. To do this, click on the people icon next to the text box you wish to provide different responses for.



Once clicked, you will see all the names of the involved siblings above the text box. For our example, we will click on the second sibling listed within the pale green section.



We now have split the text boxes and can input different text for each sibling.





If you want to include a sibling within the same text box, click on the + include button.

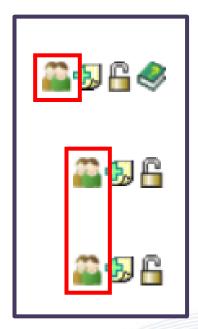




All consolidated siblings will then be listed. You can then click on the name/s listed and they will be included in the text you place within the text box.

Our example only shows one name however, yours may show more names depending on how many siblings have been consolidated.

To provide separate responses for questions within forms, you will need to select the people icon for every text box that you wish to have separate answers for.

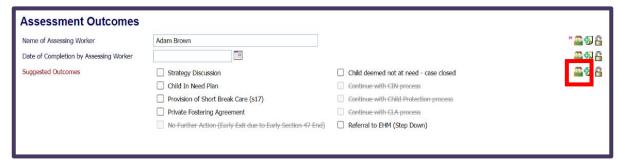




## Separate Outcomes and de-consolidate

You can de-consolidate if your siblings are to have separate outcomes.

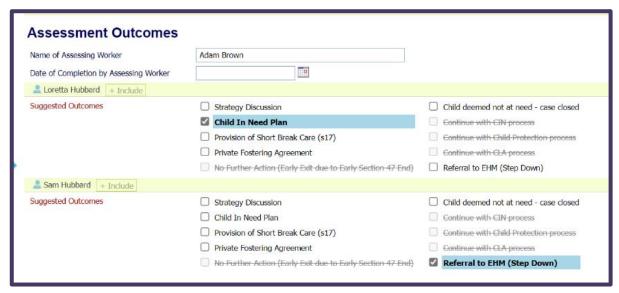
In our example, we have a consolidated Single Assessment form for a sister and a brother. We will click on the people icon next to the **Suggested Outcomes** area.



This will place the siblings' names above the outcomes. To remove them from the same group, we will click on the second child's name from the pale green section.



We now have separate outcomes for each of the siblings. From here, we can select an outcome for each sibling and then finalise our assessment when ready.



Once authorised, the siblings will be unconsolidated so their cases can be worked on separately.

