



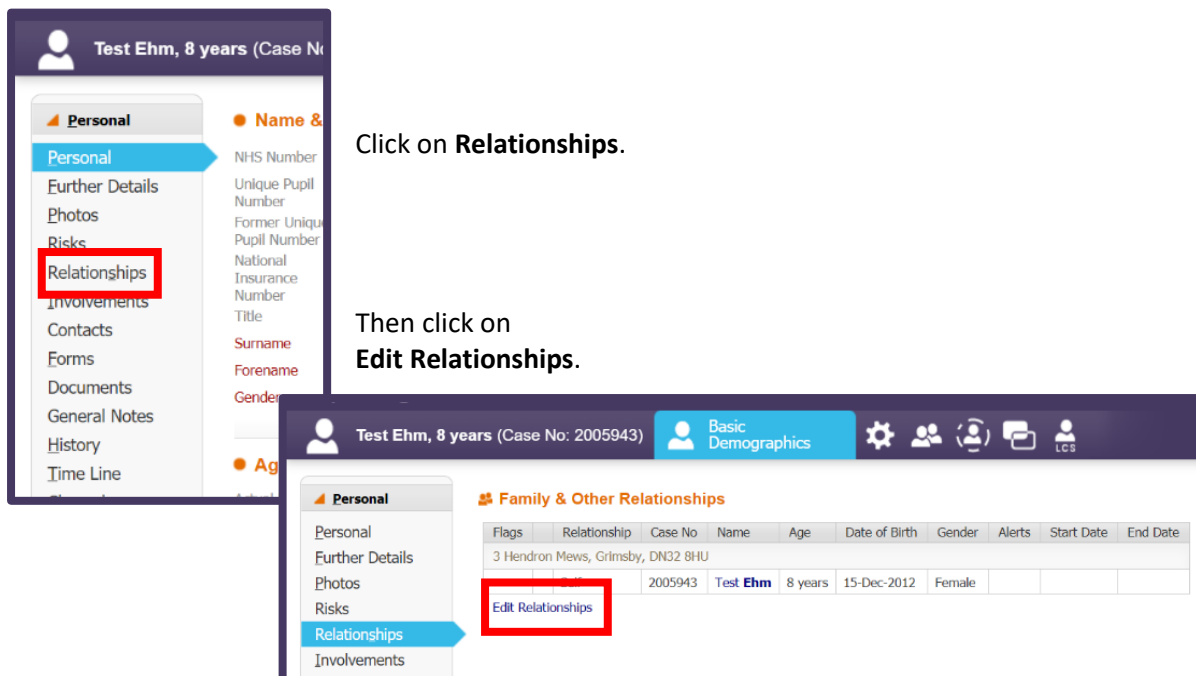
Internal Ref:	NELC-ARLL-001
Review date	August 2021
Version No.	V01.00

Liquidlogic – Add a Relationship

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-ARLL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

Add a Relationship

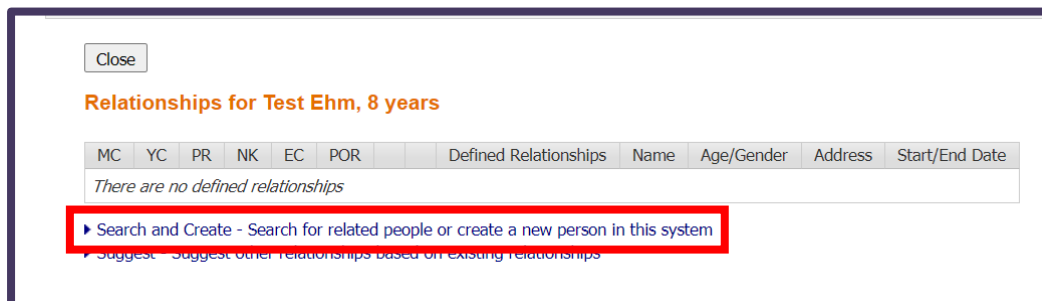
Go to **Basic Demographics** for the child. If the initial contact concerns multiple children; a sister and a brother for example, you can click on **Relationships** and add them in from there.



Click on **Relationships**.

Then click on **Edit Relationships**.

Click on the **Search and Create...** link.



Close

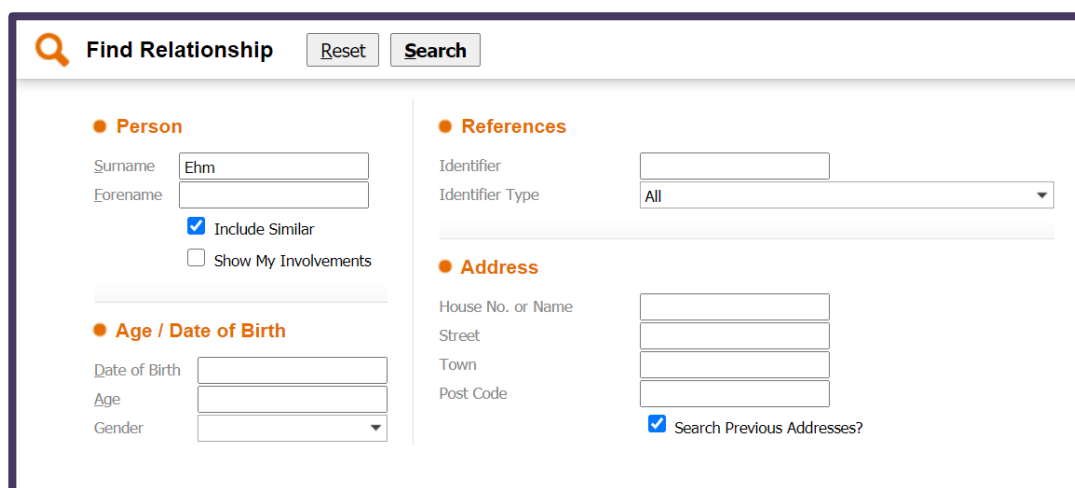
Relationships for Test Ehm, 8 years

MC	YC	PR	NK	EC	POR	Defined Relationships	Name	Age/Gender	Address	Start/End Date
There are no defined relationships										

Search and Create - Search for related people or create a new person in this system

Suggest - Suggest other relationships based on existing relationships

You will now go through the process the same as searching/creating a contact. You can add in as many relationships as gained from the initial contact.



Find Relationship [Reset] [Search]

Person

Surname:

Forename:

☒ Include Similar

☐ Show My Involvements

Age / Date of Birth

Date of Birth:

Age:

Gender:

References

Identifier:

Identifier Type:

Address

House No. or Name:

Street:

Town:

Post Code:

☒ Search Previous Addresses?

Test Ehm, 8 years (Case No: 2005943)

Edit Relationships

Test Ehm, 8 years

Close

Relationships for Test Ehm, 8 years

MC	YC	PR	IN	EC	POR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Hovering your mouse over these checkboxes will inform you what they stand for. If applicable, please select the correct one.

Search and Create - Search for related people or create a new person in this system

Suggest - Suggest other relationships based on existing relationships

Test Ehm, 8 years (Case No: 2005943)

Edit Relationships

Test Ehm, 8 years

Close

Relationships for Test Ehm, 8 years

MC	YC	PR	IN	EC	POR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click to extend the drop-down menu and then you can choose the correct relationship to the initial child you entered.

Search and Create - Search for related people or create a new person in this system

Suggest - Suggest other relationships based on existing relationships

Test Ehm, 8 years (Case No: 2005943)

Edit Relationships

Test Ehm, 8 years

Close

Relationships for Test Ehm, 8 years

MC	YC	PR	IN	EC	POR	Defined Relationships	Name	Age/Gender	Address	Start/End Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Start Date (reset)

Add

Search and Create - Search for related people or create a new person in this system

Suggest - Suggest other relationships based on existing relationships

If you do not enter a **Start Date**, today's date will be entered by default.

You can now click on the **Add** button.

Test Ehm, 8 years (Case No: 2005943) Edit Relationships

Test Ehm, 8 years

Save Reset Close

Relationships for Test Ehm, 8 years

MC	YC	PR	NK	EC	POR	Defined Relationships	Name	Age/Gender	Address	Start/End Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sister	Test Ehm	5 years Female	3 Hendron Mews, Grimsby, DN32 8HU	04-Jan-2021 Update

[Search and Create](#) - Search for related people or create a new person in this system
[Suggest](#) - Suggest other relationships based on existing relationships

Once you have created one relationship, you can create another using the **Search and Create...** link as before or, if you have entered all the relationships obtained, click on the **Save** button and then on the **Close** button.

Test Ehm, 8 years (Case No: 2005943) Basic Demographics

Personal

Family & Other Relationships

Flags	Relationship	Case No	Name	Age	Date of Birth	Gender	Alerts	Start Date	End Date
	Self	2005943	Test Ehm	8 years	15-Dec-2012	Female			
	Sister	2005949	Test Ehm	5 years	01-Jan-2016	Female		04-Jan-2021	

[Edit Relationships](#)

You will be taken back to the **Relationships** tab within **Basic Demographics**.