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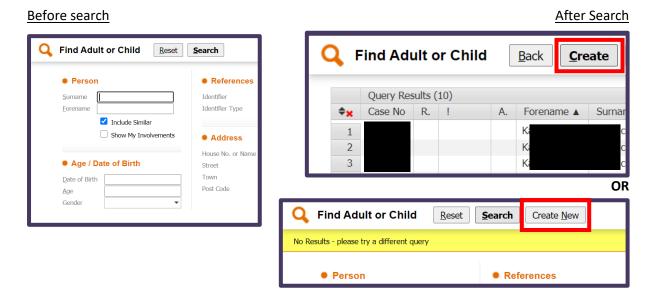
Liquidlogic – Create a Person

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

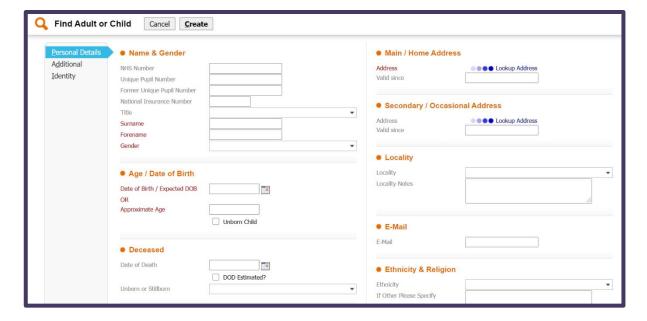


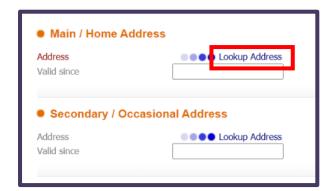
Create a Person

After you have searched on the system to find someone and the search methods have not returned any results, this would highlight that we need to create a new child. To do this, we would click on **Create New** or **Create**, depending on which button is shown. It is worth mentioning at this point that you will not see the **Create New** or **Create** button until you have performed a search for the child first.



Input as much information from the initial contact as you can. Any text marked in **red** are mandatory to complete otherwise, the new record will not be saved.





To enter their address, click on Lookup Address.

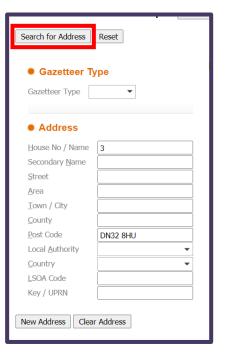
To search for an address, place in a **House No** and/or **Street** and a **Post Code**.

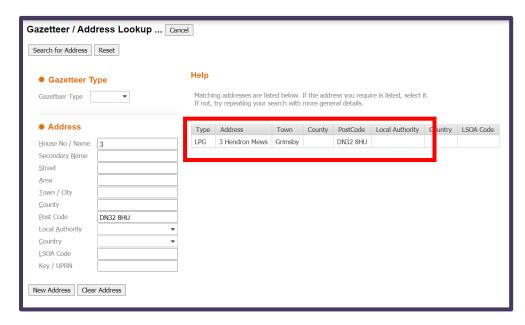
You can input more details; however, this can often confuse the system when it performs it's search.

Remember that you can make use of Royal Mail's postcode finder if needed - https://www.royalmail.com/find-a-postcode

Once you have entered in the specifics, click on **Search for Address**.

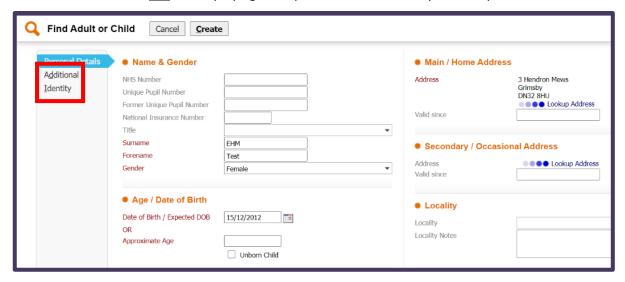
If the address is not known, type **unknown** into the <u>Post Code</u> field and this will ensure that the record is saved and you can proceed onwards.







If your address has been found, you can click on the address to link it with the child. If the address has not appeared, you could then try removing the post code and experimenting with some of the other fields. If the address is <u>still</u> not displaying, then please make use of Royal Mail's postcode finder.



Once you have entered in the details, you can then look at the **Additional** and **Identity** links.





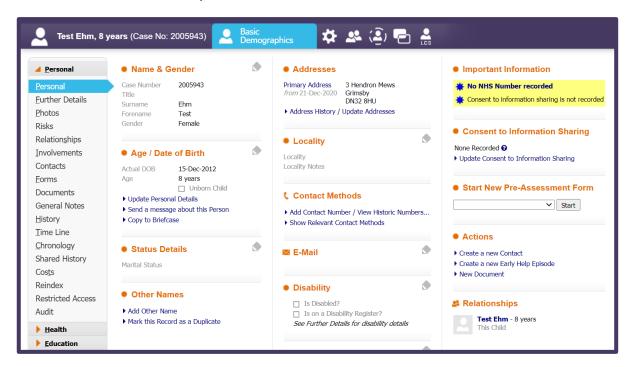
If you have these details, you can enter them. The **Nationality** field is a drop-down menu where you can select a specific.

If you discover further personal details later or you accidentally did not input some, you can come back to the child's record and input these. More on this later.

Click on **Create** to complete the process of creating a new child onto the system.



You will be taken to the **Basic Demographics** tab for the newly created child. From here, you can add in or amend details if necessary.

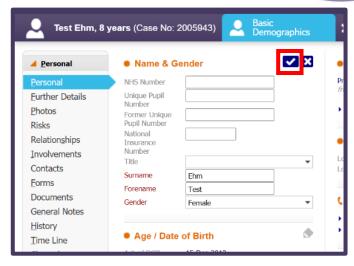




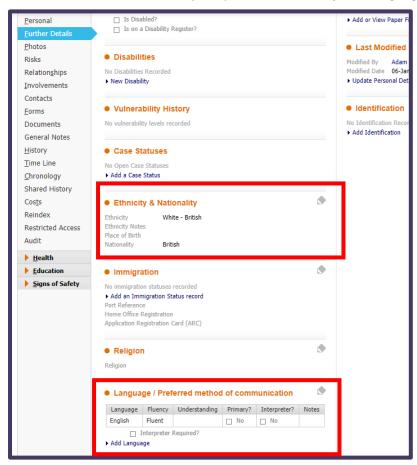
If you wish to amend something, look for the pencil icon and click on the desired one.



From here, you can add/amend details and then click on the tick icon to save the changes.



Under Further Details, ensure you update the Ethnicity and Language sections.



If these are not input now, then certain workflows will not let you proceed until these are identified and input on the system.

If you are working on an episode and you receive a pop-up declaring that ethnicity/primary language have not been selected, you can access the child's basic demographics, record these and then the system will allow you to proceed with your current task.