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Liquidlogic – Create a Person

BACKGROUND INFORMATION	
Subject	Liquidlogic
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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.

Before search

Find Adult or Child [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

After Search

Find Adult or Child [Back] [Create]

Query Results (10)

	Case No	R.	!	A.	Forename ▲	Surnam
1					K	
2					K	
3					K	

OR

Find Adult or Child [Reset] [Search] [Create New]

No Results - please try a different query

Person **References**

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.

Find Adult or Child [Cancel] [Create]

Personal Details

Additional Identity

Name & Gender

NHS Number

Unique Pupil Number

Former Unique Pupil Number

National Insurance Number

Title

Surname

Forename

Gender

Age / Date of Birth

Date of Birth / Expected DOB

OR

Approximate Age

☐ Unborn Child

Deceased

Date of Death

☐ DOD Estimated?

Unborn or Stillborn

Main / Home Address

Address

Valid since

Secondary / Occasional Address

Address

Valid since

Locality

Locality

Locality Notes

E-Mail

E-Mail

Ethnicity & Religion

Ethnicity

If Other Please Specify

● **Main / Home Address**

Address **Lookup Address**

Valid since

● **Secondary / Occasional Address**

Address **Lookup Address**

Valid since

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 **Post Code** field and this will ensure that the record is saved and you can proceed onwards.

Search for Address **Reset**

● **Gazetteer Type**

Gazetteer Type

● **Address**

House No / Name

Secondary Name

Street

Area

Town / City

County

Post Code

Local Authority

Country

LSOA Code

Key / UPRN

New Address **Clear Address**

Gazetteer / Address Lookup ... **Cancel**

Search for Address **Reset**

● **Gazetteer Type**

Gazetteer Type

● **Address**

House No / Name

Secondary Name

Street

Area

Town / City

County

Post Code

Local Authority

Country

LSOA Code

Key / UPRN

New Address **Clear Address**

Help

Matching addresses are listed below. If the address you require is listed, select it. If not, try repeating your search with more general details.

Type	Address	Town	County	PostCode	Local Authority	Country	LSOA Code
LPG	3 Hendron Mews	Grimsby		DN32 8HU			

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 still not displaying, then please make use of Royal Mail's postcode finder.

Find Adult or Child [Cancel] [Create]

Personal Details

Additional Identity

Name & Gender

NHS Number []
 Unique Pupil Number []
 Former Unique Pupil Number []
 National Insurance Number []
 Title []
 Surname [EHM]
 Forename [Test]
 Gender [Female]

Age / Date of Birth

Date of Birth / Expected DOB [15/12/2012] []
 OR
 Approximate Age []
☐ Unborn Child

Main / Home Address

Address [3 Hendron Mews
Grimsby
DN32 8HU]
 Valid since [] [Lookup Address]

Secondary / Occasional Address

Address [] [Lookup Address]
 Valid since []

Locality

Locality []
 Locality Notes []

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

Find Adult or Child [Cancel] [Create]

Additional

Other Information

Other Details [If there are some additional details you wish to add, enter them here.]

Troubled Family Reference []

Personal Details

Additional

Identity

Nationality

Place of Birth []
 Nationality []

Immigration

Port Reference []
 Home Office Registration []
 Application Registration Card (ARC) []

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.

Find Adult or Child [Cancel] **Create**

Personal Details

Name & Gender

NHS Number []

Unique Pupil Number []

Former Unique Pupil Number []

National Insurance Number []

Title []

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.

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

Personal

Name & Gender

Case Number 2005943

Title

Surname Ehm

Forename Test

Gender Female

Age / Date of Birth

Actual DOB 15-Dec-2012

Age 8 years

☐ Unborn Child

Status Details

Marital Status

Other Names

Addresses

Primary Address 3 Hendron Mews Grimsby DN32 8HU

Locality

Locality

Locality Notes

Contact Methods

E-Mail

Disability

☐ Is Disabled?

☐ Is on a Disability Register?

Important Information

No NHS Number recorded

Consent to Information Sharing

Start New Pre-Assessment Form

Actions

Relationships

Test Ehm - 8 years This Child

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

Personal

Name & Gender

Case Number 2005943

Title

Surname Ehm

Forename Test

Gender Female

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.

Language	Fluency	Understanding	Primary?	Interpreter?	Notes
English	Fluent		<input type="checkbox"/> No	<input type="checkbox"/> No	

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.