Liquidlogic – Find a Person

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
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Target Audience	Liquidlogic Users
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Find a Person

Hover your mouse pointer over **Find** which is located at the top of your screen.

A pop-up should appear. Click on **Find Adult or Child**
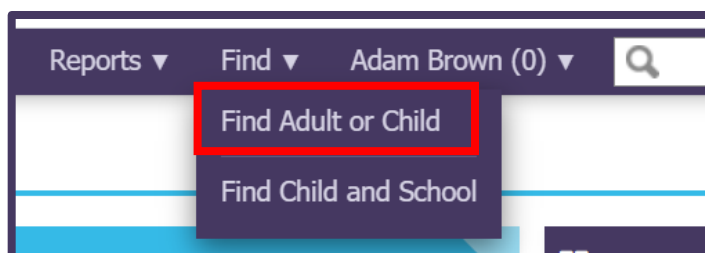
There are three suggested ways that a search can be performed, and it is recommended that you complete all three ways as this will eliminate any possible instances of duplication.

Search method 1

In this example, we are looking for a child named Joan Test. If you had received the initial contact via telephone, it is possible that you have not been informed on the exact spelling of the child's name or perhaps the line is intermittent and is difficult to decipher. In this instance, we can use what is known as a wildcard. You will notice the **%** symbol on our screenshot. This tells the system that we wish for it to return results that display any names that include 'te' at the start of the surname and 'jo' at the beginning of the forename.

We would then click on the **Search** button.

Tip

You can use **%** OR ***** as a wildcard.

The results indicate that no child exists on the system within this search criteria. We would now try the next search method by clicking on the **Back** button to return to our search page.

Delete the text entered into the Surname and Forename fields. We can do this by either clicking into each field and deleting the text manually or you can click on the Reset button which will remove the text back to blank.

Search method 2

If you are informed on the child's date of birth, we can carry out a search this way instead.

In the screenshot, a date has been entered and we would then click on the **Search** button.

These search results have not found the child we were looking for so we can click on the **Back** button to return to our search and then click on the **Reset** button to remove our previous search criteria.

Search method 3

We can perform a search for the child by address if this is known.

Within the search results that appear from any of the search methods, you can click on the correct child from the list and you will then be taken to their **Basic Demographics** area on the system.