Liquidlogic – Forms

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

Forms

Search for the child and go into their **Basic Demographics**.

Click on **Forms**.

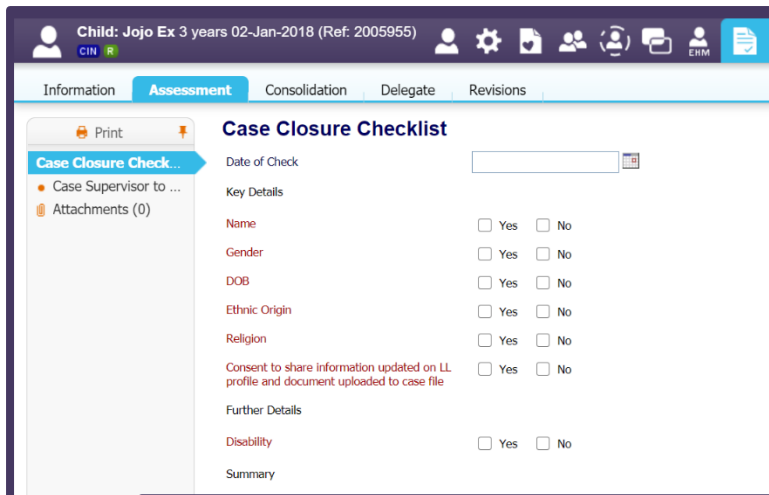You will be able to view any completed forms by clicking on one from underneath the **Completed Forms** section.

You can create a standalone form by selecting from the options in the drop-down menu and then clicking on the **Start** button.

The Case Closure Checklist has been selected for this demonstration.

As you can see, it is a similar layout to other forms.

If you have opened a new form but have realised that it is not the one you were after, you can click on the **Close** button within the form.
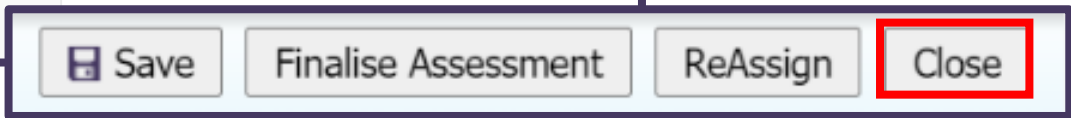
This will take you back to the **Forms** area for the child and you will see that the form you looked at, is now sat within the **Draft Forms** section. You can open it again and work through it. There will also be a task in your worktray for you to complete the form.

If you wanted to delete the form, please raise a service request.