Liquidlogic – Tiles Link

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

Tiles

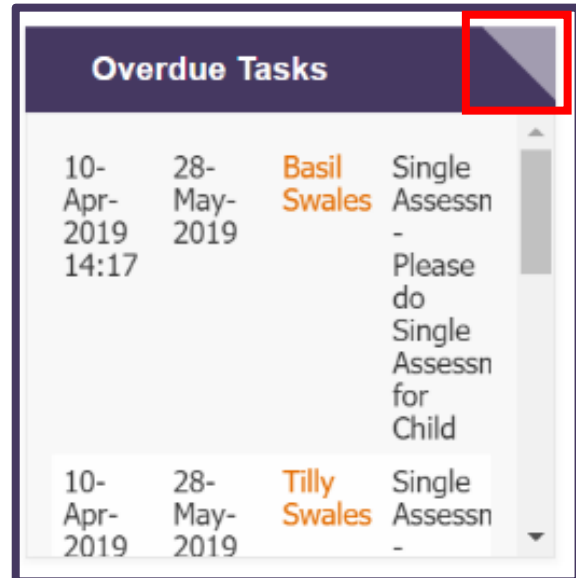Click on the **Tiles** link at the top of your screen.
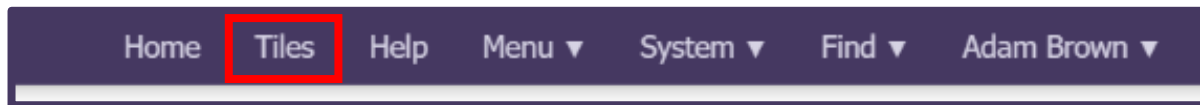
This is the default homepage in Liquidlogic once you have logged into the system. You should see a variety of 'tiles'. Tiles are useful in that they can provide a visual indicator of certain tasks and also allow us quick access to specific records associated to yourself.
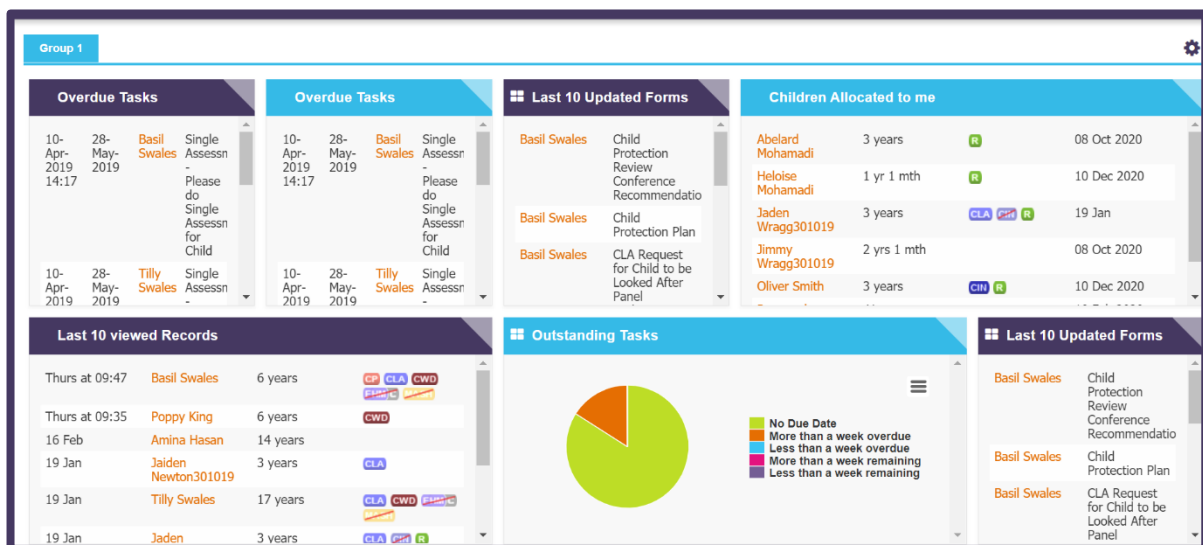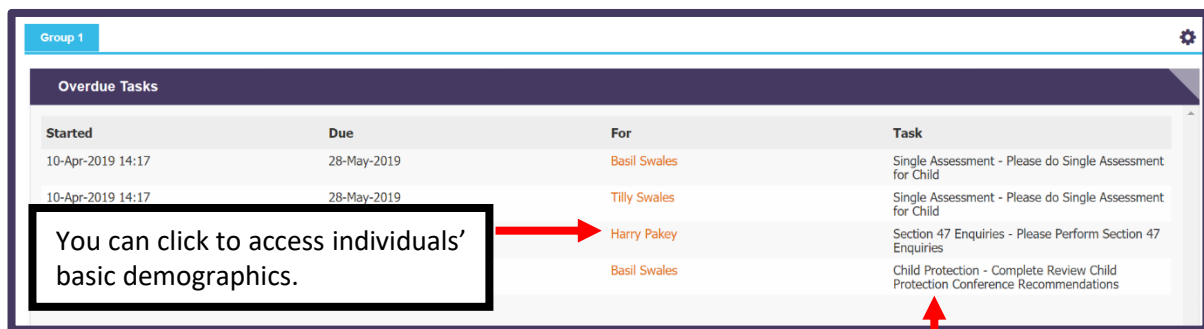

Tiles can be moved into a different position by hovering your mouse pointer over the top of one of them and then holding down your left mouse button and dragging to another position.

You can expand a tile by clicking on the triangle on the right-hand side of each one.

Overdue Tasks

10-Apr-2019 14:17	28-May-2019	Basil Swales	Single Assessn - Please do Single Assessn for Child
10-Apr-2019	28-May-2019	Tilly Swales	Single Assessn -

When you do this, the tile will expand to provide more detail.

Group 1 ⚙

Overdue Tasks

| Started	Due	For	Task
10-Apr-2019 14:17	28-May-2019	Basil Swales	Single Assessment - Please do Single Assessment for Child
10-Apr-2019 14:17	28-May-2019	Tilly Swales	Single Assessment - Please do Single Assessment for Child
		Harry Pakey	Section 47 Enquiries - Please Perform Section 47 Enquiries
		Basil Swales	Child Protection - Complete Review Child Protection Conference Recommendations

You can click to access individuals' basic demographics.

You can click to access current tasks associated with the child.

Click back on the triangle to reduce the tile back to its original size.

For more control over your tiles, click on the cog icon on the far right-hand side of your screen.

⚙
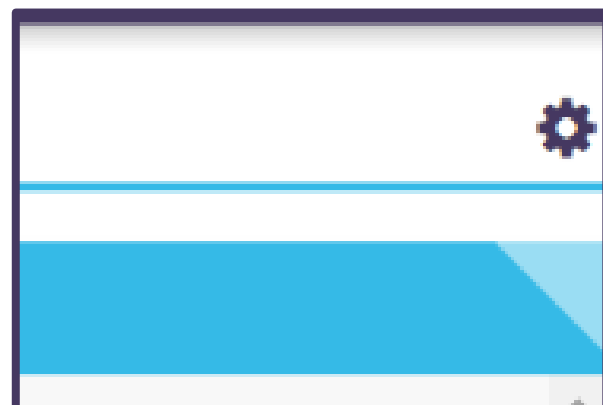
You should see that some new items have appeared on the right-hand side and each tile has a cog and a trash can icon within it.
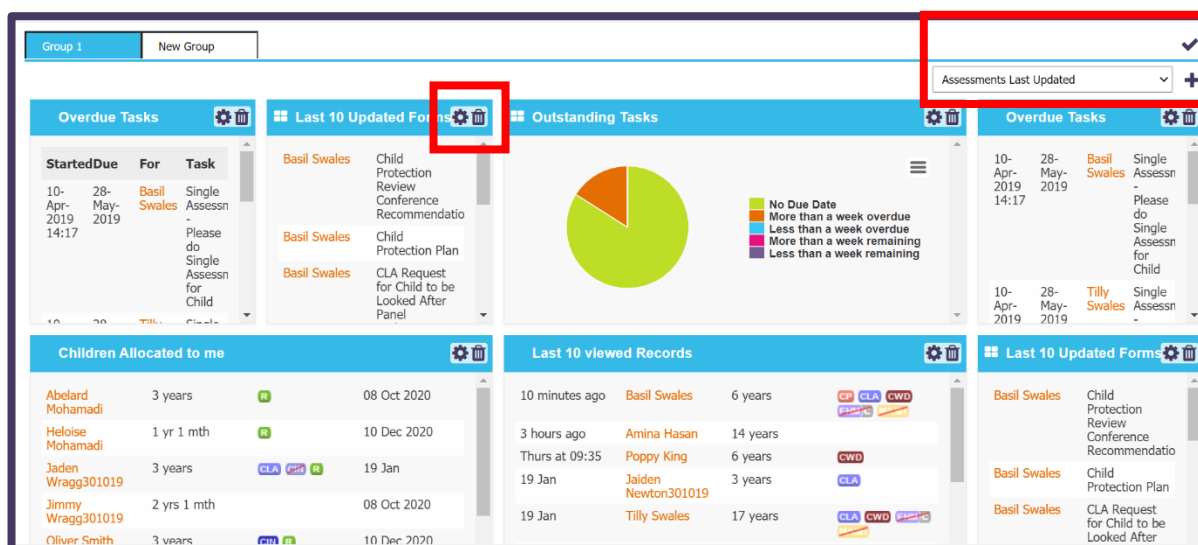
Clicking on the drop-down list on the right-hand side of your screen will reveal some other tiles that may be of use to you. You can click on any of these tiles and then click on the **+** symbol to add it to your tiles.
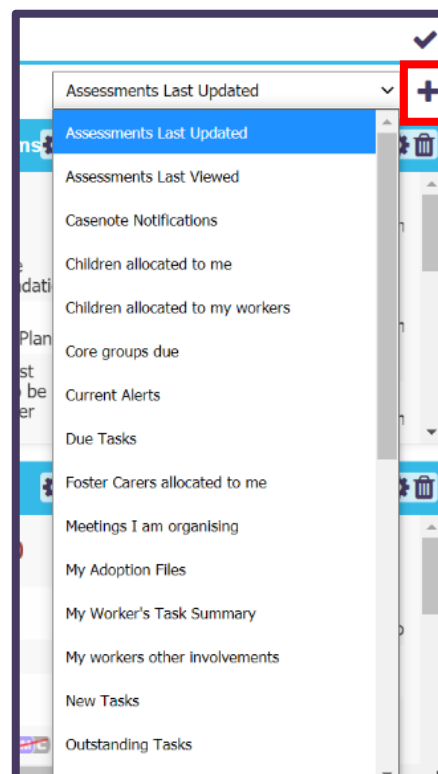
If you wanted to delete a tile, simply click on the trash icon and it will be removed. Additionally, if you wanted to configure a tile, you can click on the cog icon from within the tile.
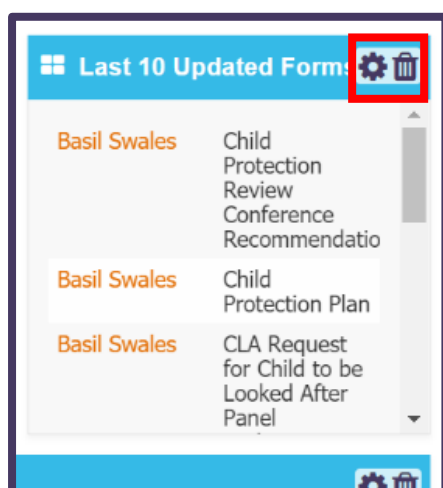
Any changes that you make to your tiles will not be saved unless you click on the tick icon to ensure that changes are saved. This way, each time you log in to Liquidlogic, you tile menu will be set with your individual preferences.