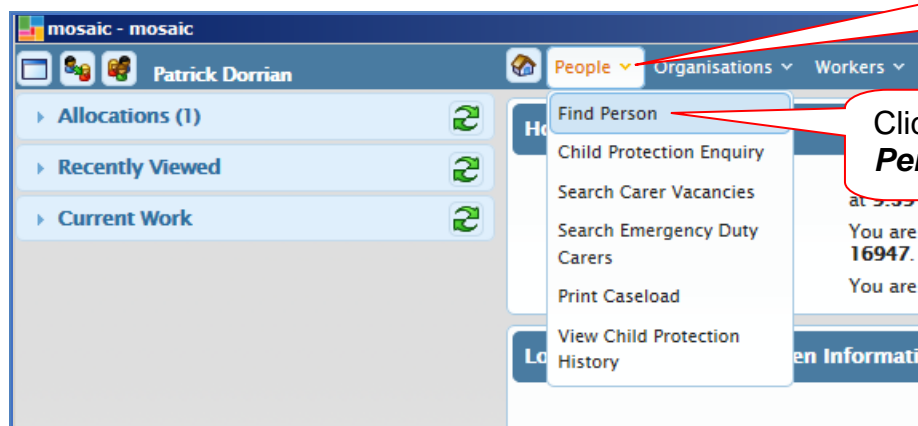


Create a Person and Personal Relationships

Create a Person



The screenshot shows the 'Find Person' search form. At the top, there is a header 'Find Person' and a note: 'At least one field marked with a # is required. The presence of the space character in Post Code will affect search results'. The form contains several input fields: 'Last Name#' (with 'gor' entered), 'First Name(s)' (with 'f' entered), 'Flat No.', 'House No.', 'Post Code#', 'Date of Birth#' (with a calendar icon), 'Person Reference#', 'Context' (with radio buttons for 'Adult', 'Child', and 'Both', where 'Both' is selected), 'Gender' (with radio buttons for 'Male', 'Female', and 'Any', where 'Any' is selected), 'Other Reference#', 'Reference Type' (with a dropdown arrow), and 'Class' (with a dropdown arrow). A red callout bubble points to the 'First Name(s)' field with the text 'Enter the first three letters of the person's **Last Name** and the first letter of the person's **First name**'. Another red callout bubble points to the 'Find' button at the bottom right with the text 'Click on **Find**'.

NB If you find the person then click on their name and you don't need to continue to add them on

Find Person

Find Person Results

Searched for: Last Name: **gordon**, First Name(s): **fred**

Show 15 entries Search:

ID	Name	Address	Date of Birth
No data available in table			

Showing 0 to 0 of 0 entries

First Previous Next Last

Find Again Add New Cancel

If you don't find the person then click on **Add New**

Add New Person

Fields marked with a * are required

Title

First Names Last Name*

Date of Birth or Age

Gender

Male Female Unknown

Indeterminate

Context*

Adult Child

Ethnicity

Sub Ethnicity

First Language Interpreter Needed?

Fluency In English

Religion Practising?

Nationality

Country of Birth

Marital Status

Click on **Next**

<< Previous Next >> Cancel Finish

Enter as much information as possible

Add New Person

Find Address – enter search criteria below

House No. Street Name#

Post Code#

Search through all addresses in the UK

Find Address **Find Person**

Address Details (displayed)

Other Details

Household Structure

Tenure Type

Access Notes

Find Address **Find Person**

Edit Address Manually

<< Previous Next >> Cancel Finish

Enter the person's **Post Code**

Click on **Find Address**

NB If the person lives outside of Camden click in the box next to **Search through all addresses in the UK** before clicking on **Find Address**

Find Address List

Show entries

Search:

Post Code	Town	Address
NW1 1BD	LONDON	210 EVERSOLT STREET
NW1 1BD	LONDON	210-214 EVERSOLT STREET
NW1 1BD	LONDON	212 EVERSOLT STREET
NW1 1BD	LONDON	214 EVERSOLT STREET
NW1 1BD	LONDON	216 EVERSOLT STREET
NW1 1BD	LONDON	216A EVERSOLT STREET
NW1 1BD	LONDON	216B EVERSOLT STREET
NW1 1BD	LONDON	218A EVERSOLT STREET
NW1 1BD	LONDON	218B EVERSOLT STREET
NW1 1BD	LONDON	CAMDEN TOWN LIBRARY, THE CROWDALE CENTRE 218 EVERSOLT STREET
NW1 1BD	LONDON	FLAT 1ST 2ND AND 3RD FLOOR 214 EVERSOLT STREET
NW1 1BD	LONDON	FLAT C 216 EVERSOLT STREET
NW1 1BD	LONDON	FLAT D 216 EVERSOLT STREET
NW1 1BD	LONDON	FLAT E 216 EVERSOLT STREET
NW1 1BD	LONDON	FLAT F 216 EVERSOLT STREET

Cancel

Click on the relevant address

Add New Person

Find Address – enter search criteria below

At least one field marked with a # is required

House No.

Street Name#

Post Code#

Search through all addresses in the UK

Address Details (display only)

210 EVERSOLT STREET
LONDON
NW1 1BD
Authority: CAMDEN
Ward: Regent's Park

Other Details

Household Structure

Tenure Type

Access Notes

Select a **Household Structure**

Select a **Tenure Type**

Click on **Finish**

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Master Fred Gordon : Person Summary

Person Details > **Person Id** 2138772

Start >

Case Notes

Documents

File Location

Context Child

Date of Birth 12/09/2000 (16 years old)

Address
(Address Type : Main Address)
210 EVERSOLT STREET
LONDON
NW1 1BD [\(View Map\)](#)
Authority: Camden
Ward: Regent's Park
Lives with others
Housing Association tenant (inc RSL)

Gender Male

First Language English

Ethnicity White / British

Fluency in English Good (both written and spoken English)

Religion Roman Catholic (Practising)

Current Work No current work

Repeat the above to add further family members

Personal Relationships

Master Fred Gordon : P

Move your mouse over **Person Details**

- Person Details >
- Start >
- Case Notes
- Documents
- File Location

- Basic Details
- Addresses
- Telephone Numbers
- e-mail Address
- Classes
- Other Names
- Date of Death
- GP
- Organisation Relationships
- Personal Relationships**
- Worker Relationships
- Employment Status
- References
- Service User Groups
- Notes

Click on **Personal Relationships**

Person Details menu items: Basic Details, Addresses, Telephone Numbers, e-mail Address, Classes, Other Names, Date of Death, GP, Organisation Relationships, Personal Relationships, Worker Relationships, Employment Status, References, Service User Groups, Notes.

Personal Relationships – Fred Gordon (2177807)

Show 15 entries

Search:

Relationship	Relation ID	Relation Name	From Date	To Date
No records to display				

Showing 0 to 0 of 0 entries

First Previous Next Last

Click on **Add**

Add OK

Personal Relationships page showing search bar, table with columns: Relationship, Relation ID, Relation Name, From Date, To Date. Message: No records to display. Showing 0 to 0 of 0 entries. Navigation buttons: First, Previous, Next, Last. Bottom buttons: Add, OK.

Add Personal Relationships

Relationships | Suggested Relationships

Define Relationships

Subject	Relationship	Relation	Find
<input type="text" value="Fred Gordon (2177807)"/>	<input type="text" value="Son : Mother"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="07/09/2020"/>

Annotations:

- Select the person (points to Subject dropdown)
- Select a Relationship (points to Relationship dropdown)
- Click on **Find** (points to Find icon)

Find Person

At least one field marked with a # is required

The Post Code will affect search results

Enter the relative's name

Last Name# or last name

First Name(s)

Flat No.

Building Name#

House No.

Street Name#

Post Code#

Date of Birth#

Age From Age To

Person Reference#

Context: Adult Child Both

Gender: Male Female Any

Other Reference#

Reference Type

Class

Click on **Find**

Find Person

Find Person Results

Searched for: Last Name: **gordon**, First N

Show 15 entries Search:

ID	Name	Address	Date of Birth
2138773	Miss Sarah Gordon	210 EVERSOLT STREET LONDON NW1 1BD	14/06/2001

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Find Again Add New Cancel

Click on the relative's name

Add Personal Relationships

Relationships Suggested Relationships

Define Relationships

Subject	Relationship	Relation	Find	From date
Fred Gordon (2177807)	Son : Mother	Sarah Gordon (2177822)		07/09/2020

Add Another

To add further relationships click on **Add Another** and repeat the above

Once all of the relationships have been added click on **Save and Close**

Save and Close Cancel

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Personal Relationships – Fred Gordon (2177807)

Show 15 entries Search:


Relationship	Relation ID	Relation Name	From Date	To Date
Son of Sarah Gordon	2177822	Sarah Gordon	07/09/2020	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Click on **Ok**

Add OK

Clicking on the  above allows you to edit a relationship and select additional attributes such as parental responsibility, main carer etc

People Organisations Workers Reports

Master Fred Gordon : Person Summary

Person Details Start Case Notes Documents File Location

Person Id
2138772

Context
Child

Date of Birth
12/09/2020 (16 years old)

Address
(Address Type : Main Address)
210 EVERSOLT STREET
LONDON
NW1 1BD ([View Map](#))
Authority: Camden
Ward: Regent's Park
Lives with others
Housing Association tenant (inc RSL)

Current Work
No current work

Relationships
[Brother of Sarah Gordon](#)

The relationship is displayed here

To access the **Genogram** click here