

# Adding Worker Relationships

## Add a worker relationship

The screenshot shows the 'Master Fred Gordon : Person Summary' page. A callout box with a red border and arrow points to the 'Worker Relationships' option in the 'Person Details' dropdown menu. The callout text reads: 'Move your mouse over **Person Details** then click on **Worker Relationships**'. The page includes sections for Case Status (Closed 11/06/2018), Current Work, and File Retention (Retain Until 12/09/2027).

The screenshot shows the 'Worker Relationships - Master Fred Gordon (2158376)' page. It features a table with the following columns: 'Worker Relationships', 'Telephone', 'From Date', and 'To Date'. The table is currently empty. A callout box with a red border and arrow points to the 'Add' button at the bottom right of the page. The callout text reads: 'Click on **Add**'. The 'Add' and 'OK' buttons are visible at the bottom right of the page.

**Add Worker Relationship – Master Fred Gordon (2158376)**

Fields marked with a \* are required

Worker \*

Relationship Type \*

From Date \*

To Date

End Reason

**Click on *Find***

**Find Workers**

At least one field marked with a # is required

Last Name #

First Name #

**Click on *Find***

**Click on the worker**

Other Workers	Organisation
<a href="#">Patrick Dorrian</a>	Corelogic worker CSSW Children and Families Division

**Add Worker Relationship – Master Fred Gordon (2158376)**

Fields marked with a \* are required

Worker \*

Relationship Type \*

From Date \*

To Date

End Reason

**Select a *Relationship Type***

**Enter the date the worker started working with the CYP**

**Click on *Save***

## Remove a worker relationship

**Master Fred Gordon : Person Summary**

**Person Details**

- 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

**Case Status**  
Closed 11/06/2018

**Current Work**  
Patrick Dorrian ( CSW Children and Families Division )

**Relationships**  
Son of Heather Gordon (has Parental Responsibility)  
Heather Gordon is Main Carer for Master Fred Gordon  
Son of Bob Gordon

*Move your mouse over **Person Details** then click on **Worker Relationships***

**Worker Relationships – Master Fred Gordon (2158376)**

Worker Relationships	Telephone	From Date
Designated Teacher : Patrick Dorrian		11/09/2018

*Click on the pencil*

**Amend Worker Relationship – Master Fred Gordon (2158376)**

Fields marked with a \* are required

Worker \*

Relationship Type \*

From Date \*

To Date

End Reason

*Enter the date the worker stopped working with the CYP*

*Select an **End Reason***

*Click on **Save***