Copying Steps from One Sibling to Another

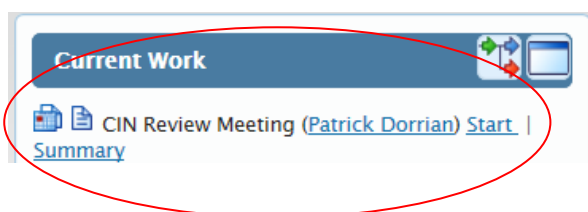Complete the first step for the first child as normal.

For the sibling click on your *Incoming Work (or **Future Work** folder for Reviews)* folder.
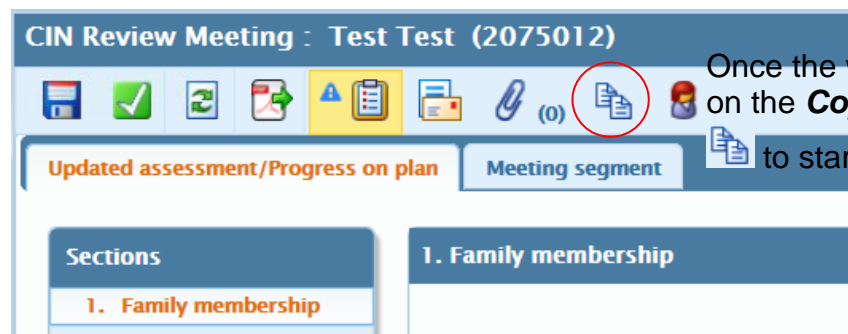
Click on the icon next to the step and select *Start Work*

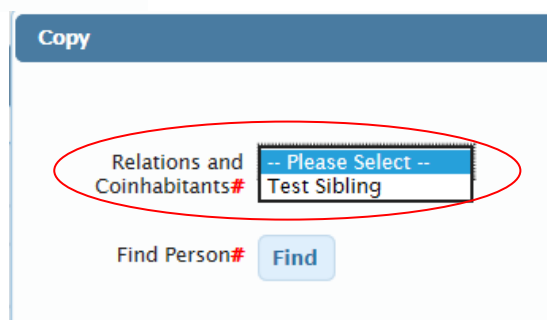The step can also be started from the *Current Work* section on the Person Summary screen by clicking on *Start*

NB If you started the step from the *Start, New* option on the Person Summary screen then start the step for the sibling this way as well

Once the workflow step has been started, click on the *Copy From* Icon

to start the copying process

Select the sibling from *Relations and Coinhabitants* that you have already completed the step for

Test Sibling (2054217)

Show 15 entries   Search: [_____]

ID ▼	Started On ↕	Completed On ↕	Last Updated By ↕	Last Updated For ↕	
11974167	21/06/2016 13:16		Loretta Williams (7003989)	Gary Sweetapple (7005435)	📋
11054643	15/03/2016 12:49		Rebecca Coleman (7006953)	Rebecca Coleman (7006953)	📋
11027735	11/12/2015 17:42	14/03/2016 09:45	Chantelle Stevens (1000377)	Chantelle Stevens (1000377)	📋

Showing 1 to 3 of 3 ent   First Previous 1 Next Last

A list of steps that have already been completed on the selected sibling will appear, the most recent step will be at the top of the list.

To copy the workflow step, click the **Copy From** icon

When you receive the following prompt, click **OK**

NOTE!
If copy source is at a different version there may be some differences, e.g. a question that is no longer included in the current version. All content for common questions will be overwritten.

OK   Cancel

CIN Review Meeting : Test Test (2075012)

Updated assessment/Progress on plan | Meeting segment | CIN Chairs report/ Updated CIN plan

Sections

- ✅ 1. Family membership
- ✅ 2. Information on the plan
- ✅ 3. Plan
- ✅ 4. Social work assessment
- ✅ 5. Analysis
-     6. Updates to child's plan
-     7. Actions Taken
- ✅ indicates completed section

1. Family membership

Subje... young person(...

Name	Date of Birth/EDD	...nicity
Erin Browne–Dudziak	28/01/2005	Female White / British
Tamzin Browne–Dudziak	12/01/2004	Female White / British

Actions Taken

Household members and other significa...

Name	Date of	PR	Gender	Ethnicity

All of the information will have copied across from the siblings form.

After copying, mandatory requests will have to be sent and completed by clicking on the **Requests** icon

And further action taken will have to be added under **Actions Taken**

The process can be repeated for further siblings.