

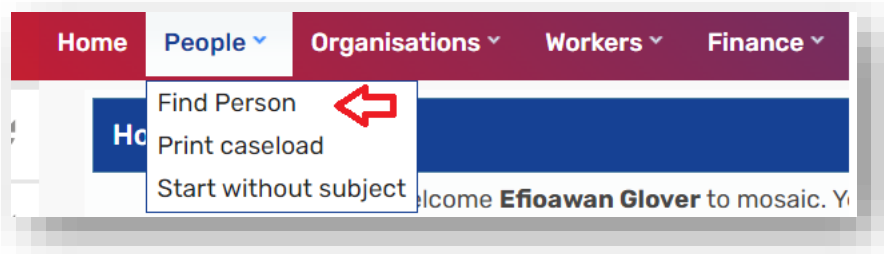
Add a New Person

When adding a new person on Mosaic, you first need to thoroughly search the system to ensure that the person is not already there, to avoid creating duplicate records.

Once you are satisfied that adding the new person would not cause duplication, you can proceed to create the record, searching by last name, date of birth, or postcode.

1. Find the person

- To initially search for the person, click on **People** in the top toolbar and select **Find Person**.



- A search box will be displayed, and as a bare minimum you will need to use **one** of the search fields that has a mandatory hashtag # next to it.

It is best to search one field at a time just in case the last name, date of birth, or postcode is incorrect.

Find person

At least one field marked with a # is required

The presence of the space character in Post Code will affect search results

Last name#

First name(s)

Flat no.

House no.

Post code#

Date of birth#

Person reference#

Other reference#

Reference type

Class

Use 'sounds like' for last name

Building name#

Street name#

Age from Age to

Context

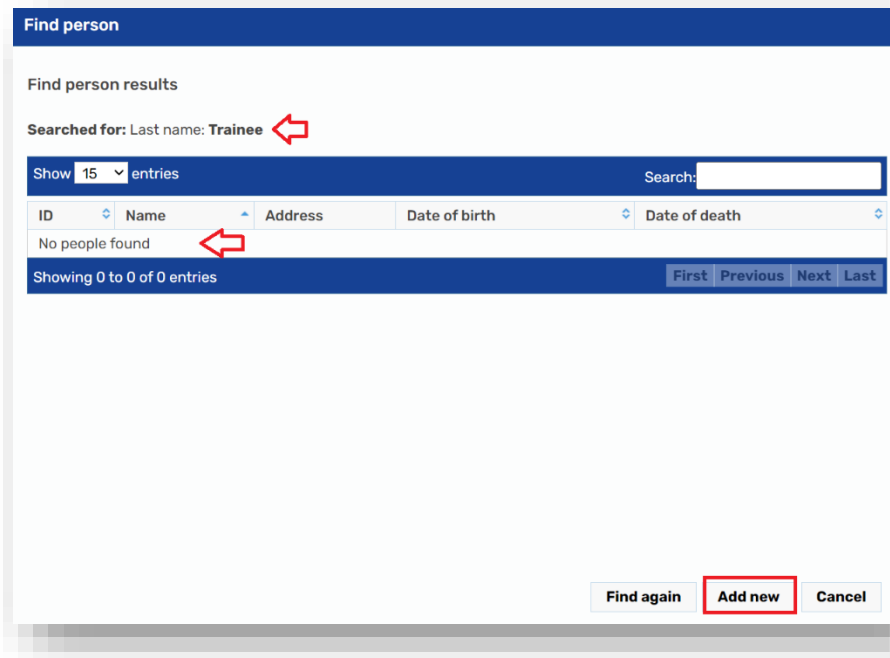
Adult Child Both

Sex (as per Health system)

Male Female Any

2. Add a new person

- After you have entered into the search field/s and selected **Find**, Mosaic will display the search results. Once you are satisfied that the options appearing (if any) are not the same as the person you wish to create, you can select **Add New**.



Find person

Find person results

Searched for: Last name: **Trainee**

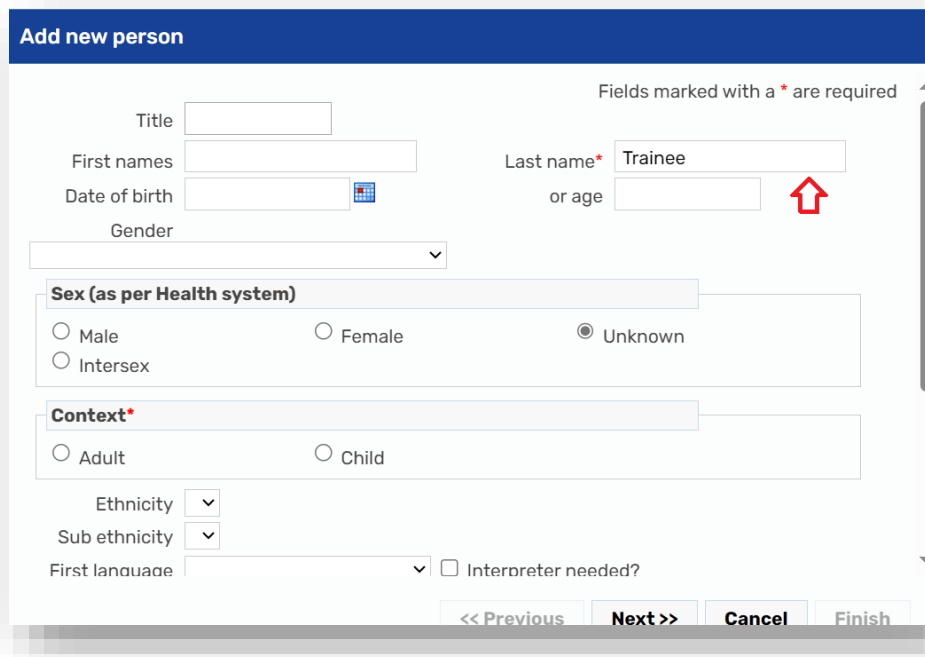
Show 15 entries

ID	Name	Address	Date of birth	Date of death
No people found				

Showing 0 to 0 of 0 entries

Find again **Add new** Cancel

- In the new screen *Add new person*, Mosaic will prepopulate details you have entered already when completing your search. For example, I searched by last name and it prepopulated in the last name field:



Add new person

Fields marked with a * are required

Title

First names

Date of birth

Gender

Last name* **Trainee**

or age

Sex (as per Health system)

Male Female Unknown

Intersex

Context*

Adult Child

Ethnicity

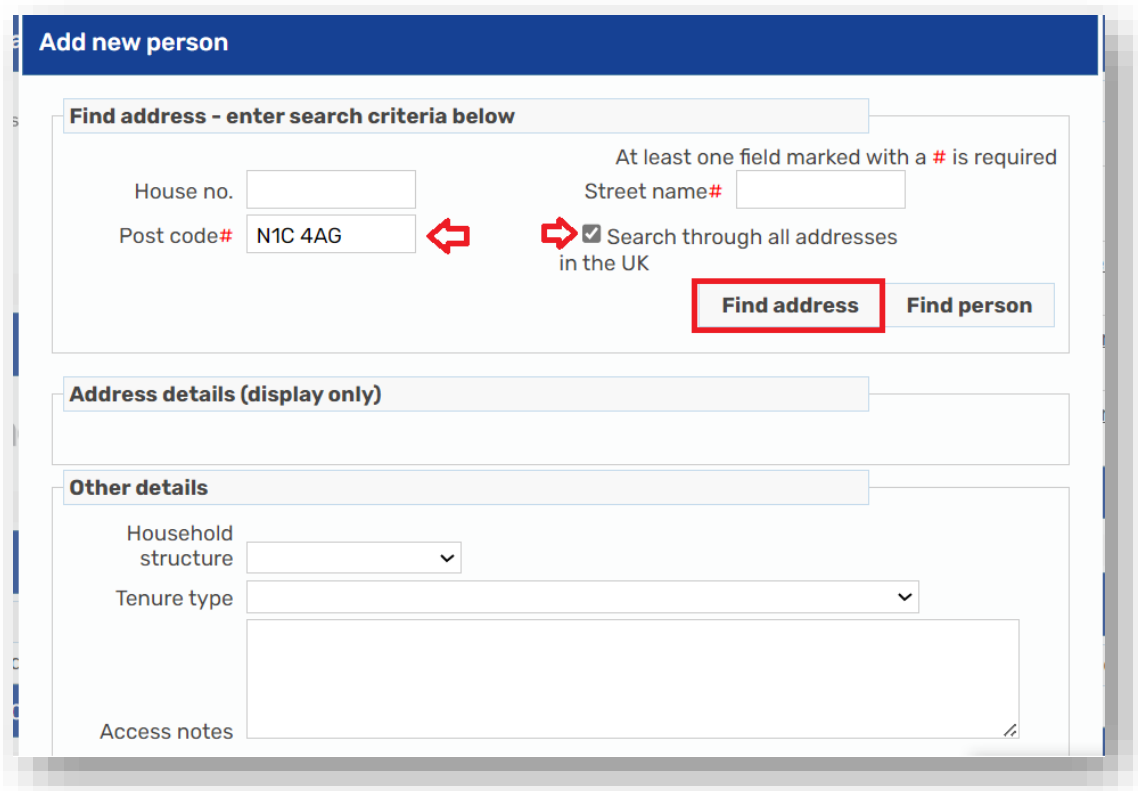
Sub ethnicity

First language Interpreter needed?

<< Previous **Next >>** Cancel Finish

- You can now complete all the remaining sections that you have knowledge of (as a minimum, you will need to complete the mandatory sections). Then select **Next**.

- The next page is adding address details. Add the postcode and select **Find addresses**. If you wish to find an address outside of the borough of Camden, you will need to tick the *Search through all addresses in the UK* box, opening up the search wider.



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

Find address **Find person**

Address details (display only)

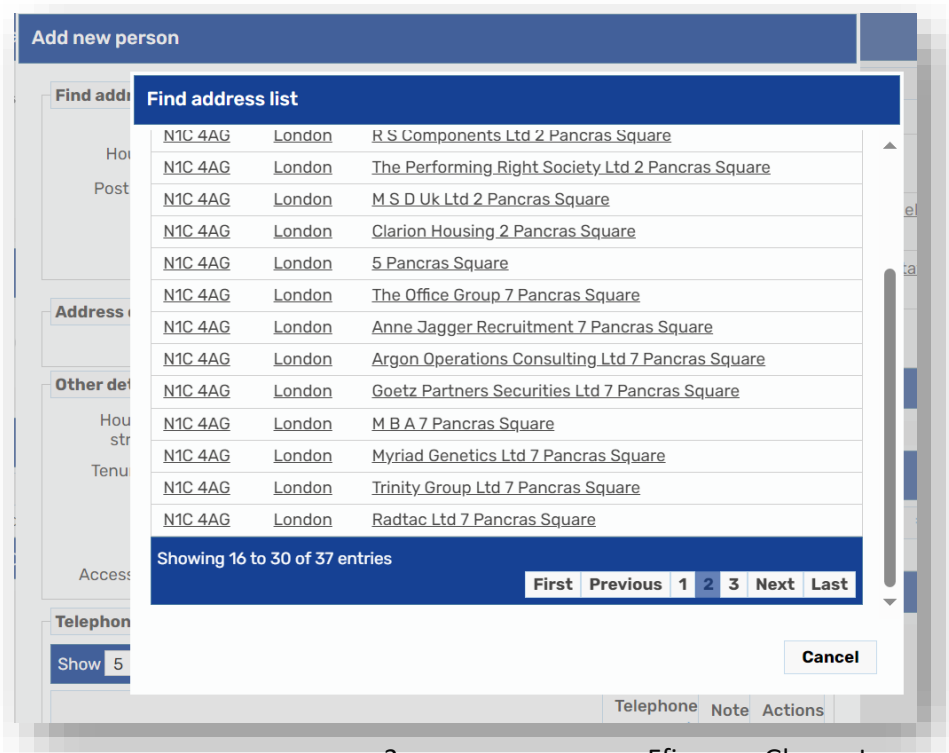
Other details

Household structure

Tenure type

Access notes

- A list of addresses will be displayed and you can select the correct address for the person:



Add new person

Find address list

N1C 4AG	London	R S Components Ltd 2 Pancras Square
N1C 4AG	London	The Performing Right Society Ltd 2 Pancras Square
N1C 4AG	London	M S D UK Ltd 2 Pancras Square
N1C 4AG	London	Clarion Housing 2 Pancras Square
N1C 4AG	London	5 Pancras Square
N1C 4AG	London	The Office Group 7 Pancras Square
N1C 4AG	London	Anne Jagger Recruitment 7 Pancras Square
N1C 4AG	London	Argon Operations Consulting Ltd 7 Pancras Square
N1C 4AG	London	Goetz Partners Securities Ltd 7 Pancras Square
N1C 4AG	London	M B A 7 Pancras Square
N1C 4AG	London	Myriad Genetics Ltd 7 Pancras Square
N1C 4AG	London	Trinity Group Ltd 7 Pancras Square
N1C 4AG	London	Radtac Ltd 7 Pancras Square

Showing 16 to 30 of 37 entries

First Previous 1 2 3 Next Last

Cancel

Telephone Note Actions

- Once you have selected the address, the details will be displayed below, and you can add additional details such as household structure and tenure type.

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)

5 Pancras Square
 London
 N1C 4AG
 Authority: Camden
 Ward: St Pancras and Somers Town

Other details

Household structure

Tenure type

Access notes



- Once you have completed everything that you can, select **Finish**. The new person has now been created. They now have a unique Mosaic reference number, which can be used to search easily for them in the future (e.g. 2209582)

Person summary - Nathan Trainee (2209582) born 1 Jan 1969 (55 years old)

<ul style="list-style-type: none"> Person details > Start > Case notes Documents Health > Legal status Registrations Alerts history File management > 	<div style="background-color: #0056b3; color: white; padding: 5px;">Demographic information</div> <p>Address Change</p> <p>Main address 5 Pancras Square London N1C 4AG (View map) Authority: Camden Ward: St Pancras and Somers Town</p> <hr/> <p>Basic details Change</p> <p>Registered name Nathan Trainee</p> <p>Context Adult</p> <p>Date of birth Born 1 Jan 1969 (55 years old)</p> <p>Gender Male</p> <p>Sex (as per Health system) Male</p> <p>Ethnicity Not Stated / Not Known</p>	<div style="background-color: #0056b3; color: white; padding: 5px;">Current work</div> <p style="text-align: right;">Workflow map History</p> <p>No current work</p> <hr/> <div style="background-color: #0056b3; color: white; padding: 5px;">Current communication needs</div> <p style="text-align: right;">Add History</p> <p>No current communication needs recorded</p>
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