



Sefton MBC

Early Help System EHM

How to Create a new person

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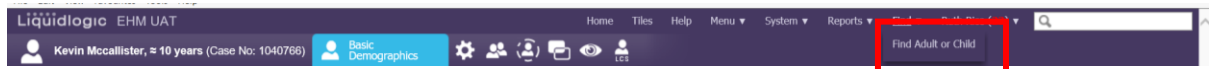


Document History:

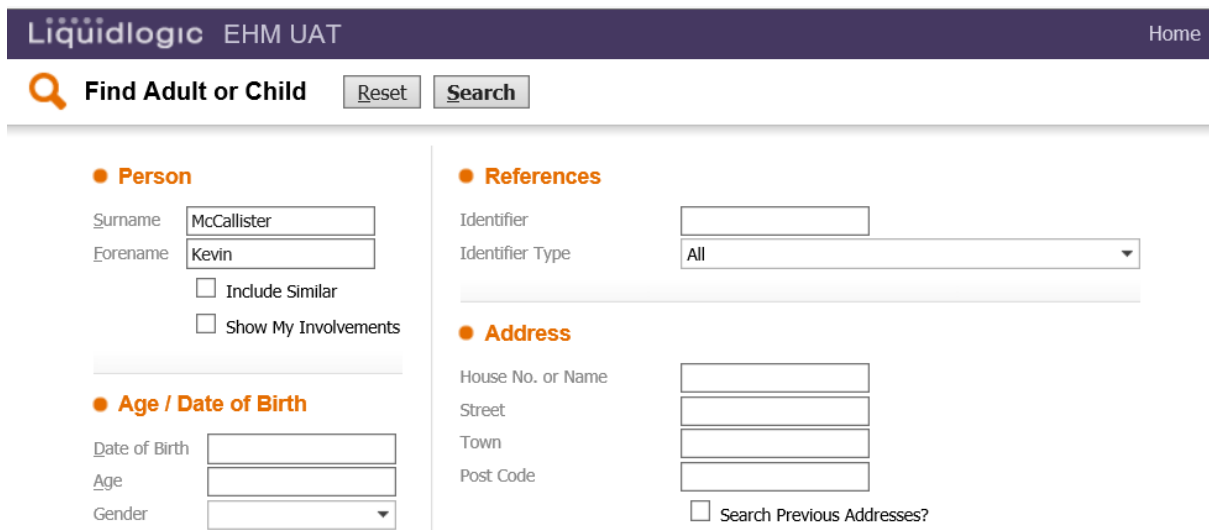
Date	Version	Author	Details of Amendments
18/05/2020	1	Ruth Rice	

How to create a new person on EHM

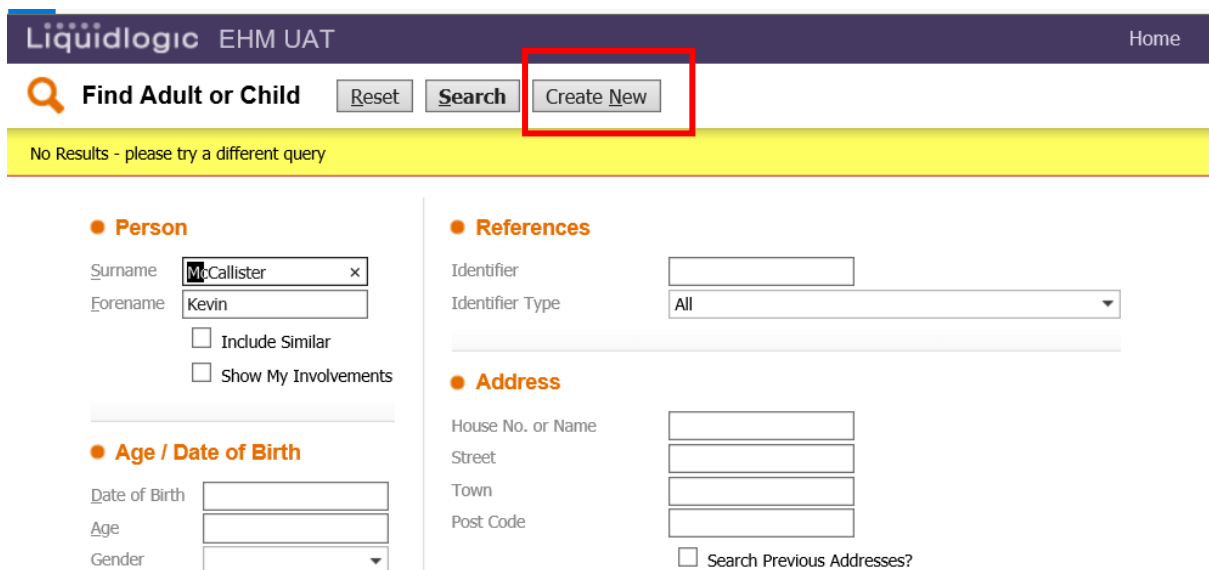
1. Click on Find Adult or child on the top menu bar



2. Enter the details of the person you wish to create to ensure they don't already exist. If names may be spelt differently use the wild card characters either * or % in your search eg Thom*son. Ensure you carry out a thorough search before creating a new person to avoid creating duplicate records.

A screenshot of the 'Find Adult or Child' search form. The form is titled 'Find Adult or Child' and has 'Reset' and 'Search' buttons. It is divided into three main sections: 'Person', 'References', and 'Address'. The 'Person' section has fields for Surname (McCallister), Forename (Kevin), and checkboxes for 'Include Similar' and 'Show My Involvements'. The 'Age / Date of Birth' section has fields for Date of Birth, Age, and Gender. The 'References' section has fields for Identifier and Identifier Type (All). The 'Address' section has fields for House No. or Name, Street, Town, and Post Code, and a checkbox for 'Search Previous Addresses?'. The form is set against a light grey background with a dark purple header.

3. If the record does not exist a Create New button will be displayed, click on this button

A screenshot of the 'Find Adult or Child' search form, similar to the previous one, but with a 'Create New' button added to the top right of the form area. The 'Create New' button is highlighted with a red rectangular box. Below the form, there is a yellow banner with the text 'No Results - please try a different query'. The form fields are the same as in the previous screenshot.

4. Enter details for the new person, any fields in red are mandatory fields, click on Create.

Liquidlogic EHM UAT Home (1) Tiles Help Menu System Reports Find

Find Adult or Child Cancel **Create**

Personal Details

Additional Identity

Name & Gender

NHS Number
Unique Pupil Number
Former Unique Pupil Number
National Insurance Number
Title
Surname **Mccallister**
Forename **Kevin**
Gender **Male**

Age / Date of Birth

Date of Birth / Expected DOB
OR
Approximate Age **10**
 Unborn Child

Deceased

Date of Death
 DOD Estimated?
Unborn or Stillborn

Status Details

Marital Status
Sexual Orientation

Main / Home Address

Address
7 Stanley Road
Waterloo, Liverpool
L22 5PX
[Lookup Address](#)
Valid since

Secondary / Occasional Address

Address
[Lookup Address](#)
Valid since

Locality

Locality **Central Sefton**
Locality Notes

E-Mail

E-Mail
 Is this a Troubled Family cohort?

Ethnicity & Religion

Ethnicity
If Other Please Specify
Religion