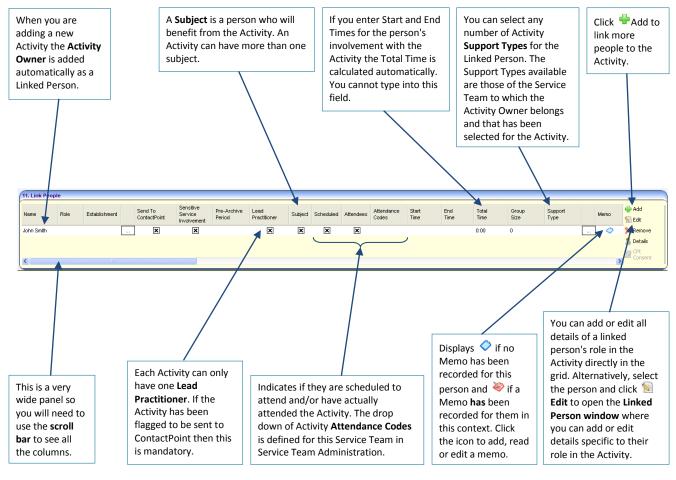


## Activities Linked People

## The Link People Panel

Any number of people can be linked to an existing Activity. For example these could be children, staff, parents/carers etc., some or all of who might be required to attend meetings. When you have linked a person you will then have the opportunity to link some or all of their Key Contacts.



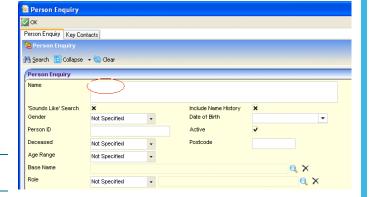
## **Linking Additional People**

To link a person to the Activity (in this case a student), click **Add** on the Link People panel. This opens the Person Enquiry.

 Enter the name of the person you wish to add, select other criteria if necessary and click A Search to list all potential matches.

Highlight their name and click Select to add them to the list below, then click OK to return to the Link People panel.

You must now Save the Activity to create the link between the Activity and the person.







## Activities Linked People

Once a person has been linked to an Activity and the Activity has been saved, you can also add some of their key contacts (e.g. parents, social workers) without searching again: 2. Click **Add** on the Link People panel to open the **S** Edit Person Enquiry, then click on the Key Contacts tab. **X** Remove Use the dropdown to choose the name of the person whose contact(s) you wish to add. 3. Click in the boxes to choose the Key Contacts Key Contacts to link. Their name will be added to the list of Linked Person Enquiry Key Contacts People. Key Contacts 🚊 🔲 Parents/Carers Person Enquiry Key Contacts Key Contacts Role Establishment Memo Lead Practitioner Subject Sch Contacts Parents/Carers Establishment Start Time End Time Scheduled Attendees Lead Practitioner Subject Group 11. Link Peop Send Servi Pre-Archive Period Period 4. Click WOK to return to the 🕥 Edit **Activity Details** V × **X** Remove **V** panel. × × ✓ × v 🤱 Details × × × × v 5. You can now edit the Linked Person's details for this Activity, either directly in the Link People panel or by clicking the N Edit button to open the Linked Person window. If an Activity already has Linked People and you then create a recurring series from it, the Linked People will be copied to the recurrences. If you link people to a Main Activity after creating a recurring series, they will not be copied to the recurrences but must be linked to each Activity separately if needed. Other Useful Reference Guides: Activities\_Creating an Activity Activities\_Recurring Activities Activities\_Activity Calendar Activities\_Link to Results Organiser

