

# Online CSS - Social Network Maintaining the Social Network

## **Social Network**

#### Menu: Person Search | Links | Social Network

The Social Network is information on the key professional and personal relationships for a selected person. This includes Parents and Carers, Siblings, etc retrieved directly from v4 Involvements or v3 Referrals or SEN Assessments.

CAPITA CHILDREN'S SERVICES	O Home    O Help
Person Search ➤ Social Network       Sally Abbot         Social Network       Sally Abbot         Social Network       Clicking	ow to contact.
Parent/Carer (1)     R Abbot     R Abbot     Claire Abbot     Claire Abbot     Sibling=(1)     Gaire Abbot     Same Address (0)	•        CSS LA Professionals (4)         •        Contacts (3)         •        Other Organisations (0)

#### To add a new Contact:

• Click the Links drop-down arrow and select Other Contacts.

A list of existing contacts, if any, will be displayed. Double click on a name to view details.

Сн			abbot		Home	🕜 Help 🛛 Logout					
Person Oth	Person Search > Social Network > Other Contacts Other Contacts Sally Abber Click New to add a Contact.										
	Contact Name	Base Name	T Role V	Start Date	C End Date	Remar	ks 🗸				
8	Benson		SEN Co-ordinators	12/01/2010							
8	Online, I		Adult Advice Worker (Conn)	15/02/2010							
8	ROBINSON, M L		Head Principal	12/01/2010							

The **Other Contact Details** dialog will be displayed showing details of the selected Contact. Adding a new Contact will open a blank version of the same dialog. This dialog will overlay the **Other Contacts** page.

Other Contact Detail   Sally Abbot					M	Other Contact Detail Sally Abbot	already in the database click the sicon. This will open the	
Contact Person Base Name Role	Pat Benson SEN Co-ordinators	\$ % \$ \$	Start Date * End Date Remarks	12/01/2010	• 15:09:23 C	Contact Person	Sta Enc Res	If you need to add a new person
				_				to the database click the 4

\* When adding a person to the database always check that they do not already exist on the database. A message will be displayed to remind you.

For both methods a **\*Contact Start Date** is mandatory. If appropriate select a **Base Name** and a **Role** for the new contact. The **Remarks** field is free-text and is displayed on the **Other Contacts** page.

### Related Reference Guides:

- RG\_Online\_Person Search
- RG\_Online\_Common Functionality

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