Online CSS - Social Network
Maintaining the Social Network

Social Network

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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.

Clicking ➕ will expand the row to show further details of the contact.

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.

Click 📄 **New** to add a Contact.

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.

If the required Contact is already in the database click the 🔍 icon. This will open the **Person Search**.

If you need to add a new person to the database click the 👤 icon.

👤 *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