


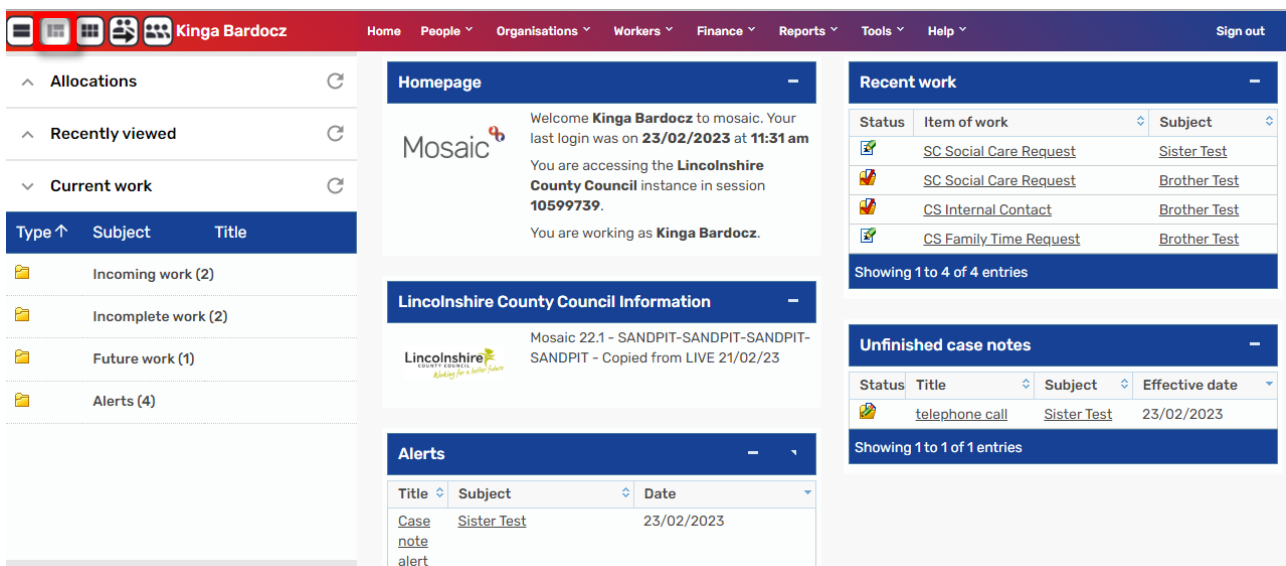
Changing your Workview State

There are three different workviews available in Mosaic. These can be changed using the three icons at the top left of the Current view. The look of the icon will change to grey to indicate which view you are in.



Narrow Workview

When logging in,, the **Narrow workview** is the default setting, which will show you the Mosaic Homepage. The three panes (Allocations/Recently viewed/Current work) will show on the left of the screen. The **Homepage, Person summary or Group Summary** page displays on the right. Before you have viewed a clients' record, the Homepage will display. This is where your **Recent work** and any **Unfinished case notes** can be accessed quickly. However after you have searched for a person or clicked on their name the Person summary will replace the Homepage. Unless changed, the workview automatically changes to Narrow once you have selected a person's name. This workview can be accessed by the second icon on the top left .



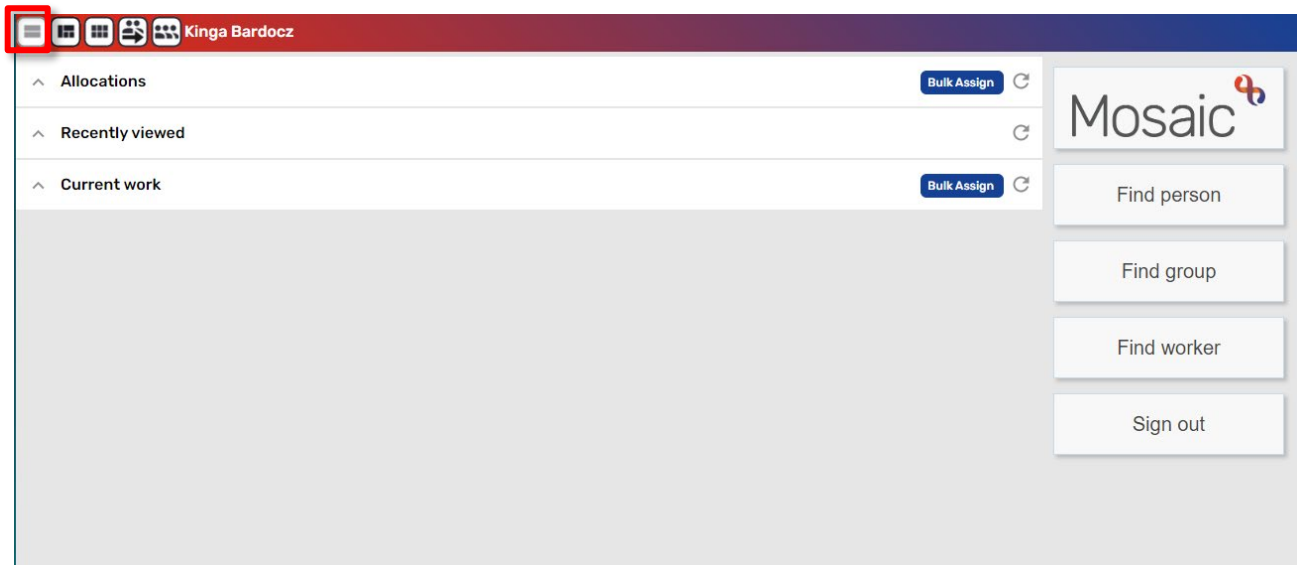
Title	Subject	Date
Case note alert	Sister Test	23/02/2023

Status	Item of work	Subject
SC	Social Care Request	Sister Test
SC	Social Care Request	Brother Test
CS	Internal Contact	Brother Test
CS	Family Time Request	Brother Test

Status	Title	Subject	Effective date
telephone call	Sister Test	23/02/2023	

Full Workview

The Workview displayed in full is called the **Full workview**. This workview can be accessed by the first icon on the top left .




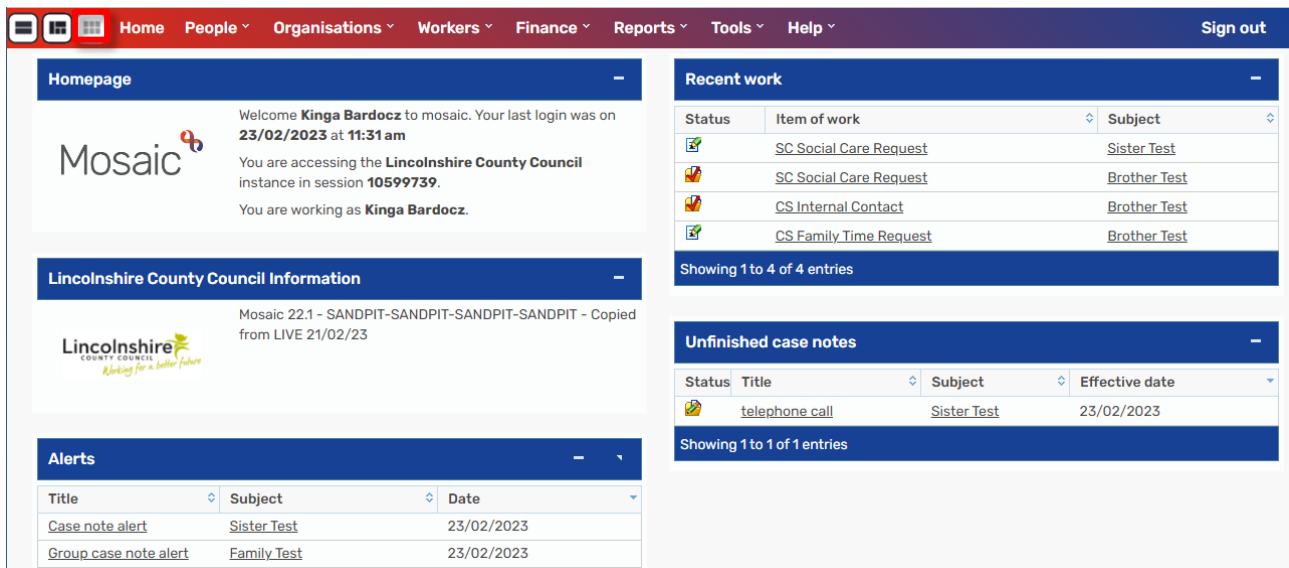
The Full workview is divided into three different panes, **Allocations**, **Recently viewed** and **Current work**.

- **Allocations** display the clients to which you have been added to as a Worker Relationship.
- **Recently viewed** displays the last 15 client records you viewed.
- **Current work** displays a list of worksteps assigned to you. These split further into Incoming work, Incoming requests, Incomplete work, Future work and Case note alerts. The list can be sorted by clicking on the Headers in the dark blue title bar.

The Full and Narrow workviews allow you to also access the '**Show workers available to act for**' and '**Show Team workview**' which can be found in the top left hand toolbar (depending upon your access permissions).

Closed Workview

In the **Closed workview**, the browser shows the **Homepage**, **Person summary** or **Group summary** page in the full window. This completely hides your Workview including your Allocations, Recently viewed and Current work. This workview can be accessed by the third icon on the top left .



The screenshot shows the Mosaic system interface in the 'Closed Workview' state. The top navigation bar includes links for Home, People, Organisations, Workers, Finance, Reports, Tools, and Help, along with a Sign out button. The main content area is divided into three sections:

- Homepage:** Displays a welcome message for Kinga Bardocz, her last login time (23/02/2023 at 11:31 am), the instance name (Lincolnshire County Council), and the session ID (10599739).
- Lincolnshire County Council Information:** Shows the council's logo and a message about a copied LIVE instance from 21/02/23.
- Alerts:** A table listing alerts with columns for Title, Subject, and Date.

The **Recent work** section on the right displays a table of recent work items:

Status	Item of work	Subject
	SC Social Care Request	Sister Test
	SC Social Care Request	Brother Test
	CS Internal Contact	Brother Test
	CS Family Time Request	Brother Test

Showing 1 to 4 of 4 entries

The **Unfinished case notes** section on the right displays a table of unfinished case notes:

Status	Title	Subject	Effective date
	telephone call	Sister Test	23/02/2023

Showing 1 to 1 of 1 entries