


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.



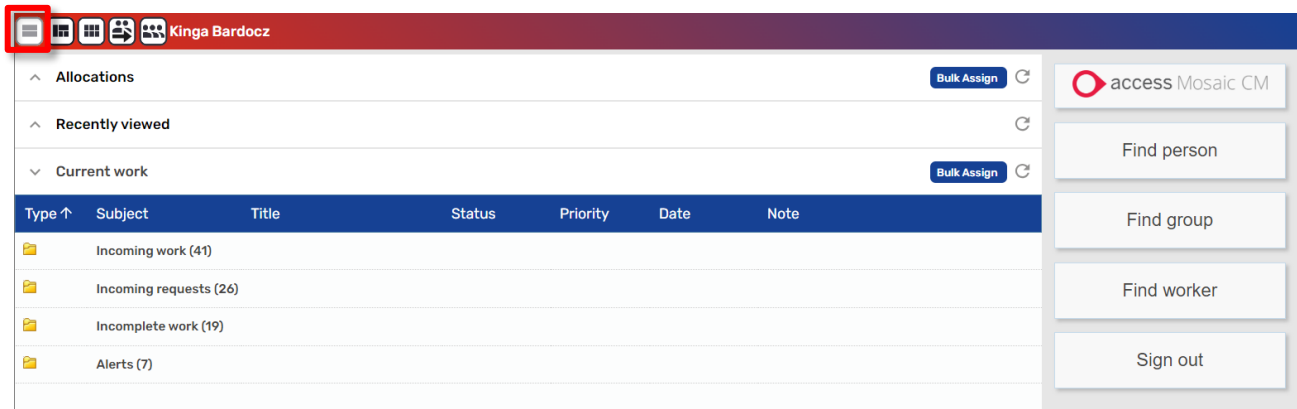
Narrow Workview

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 .

The screenshot shows the Mosaic interface in the Narrow Workview state. The top navigation bar includes the user name 'Kinga Bardocz' and menu items: Home, People, Organisations, Workers, Finance, Tools, Help, and Sign out. The left sidebar has three main sections: 'Allocations' (41 items), 'Recently viewed', and 'Current work' (7 alerts). The main content area is divided into three panes: 'Homepage' with a welcome message, 'Lincolnshire County Council Information' (22.2.4.3 Mosaic - NODE4 Train - NODE4 Train - Copied from Baseline 29/07/2023), and 'Alerts' (Group: Carers Nelson, Date: 26/05/2023). The right sidebar contains 'Recent work' (5 entries) and 'Unfinished case notes' (1 entry).

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**.

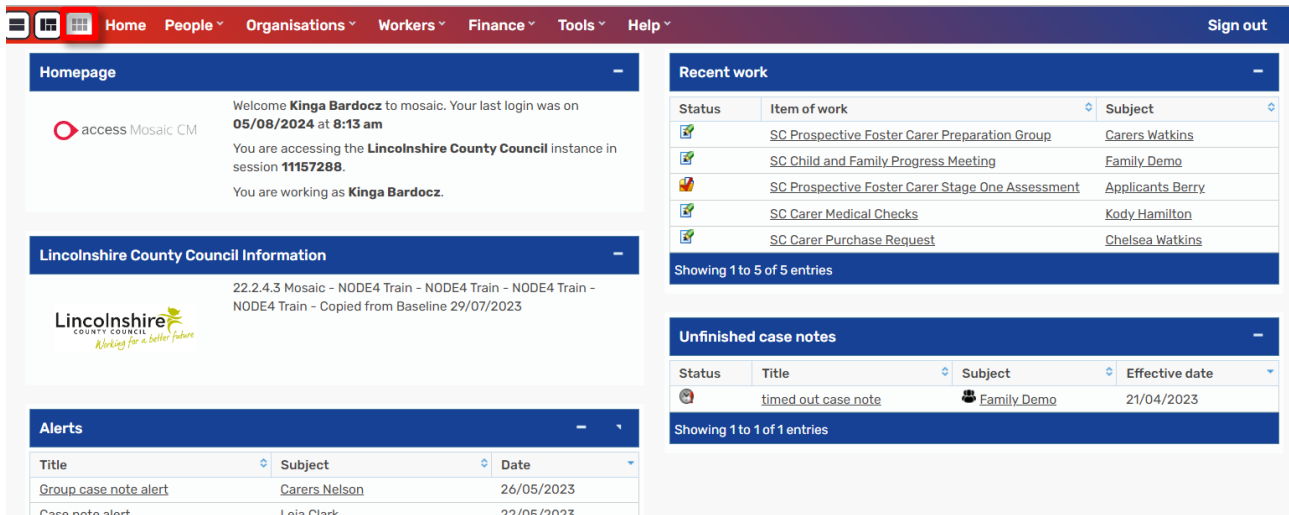
- **Allocations** display the clients to which you have been added to as a Worker Relationship.
- **Recently viewed** displays the last 15 client records you viewed.
- **Current work** displays a list of worksteps assigned to you. These split further into Incoming work, Incoming requests, Incomplete 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 CM interface with a dark blue header containing navigation tabs: Home, People, Organisations, Workers, Finance, Tools, and Help, along with a Sign out button. The main content area is divided into several sections:

- Homepage:** Displays a welcome message for Kinga Bardocz, including the login date (05/08/2024 at 8:13 am) and session ID (11157288).
- Lincolshire County Council Information:** Shows the council's logo and a version string: 22.2.4.3 Mosaic - NODE4 Train - NODE4 Train - NODE4 Train - NODE4 Train - Copied from Baseline 29/07/2023.
- Alerts:** A table listing recent alerts.

Title	Subject	Date
Group case note alert	Carers Nelson	26/05/2023
Case note alert	Leia Clark	22/05/2023
- Recent work:** A table listing recent work items.

Status	Item of work	Subject
	SC Prospective Foster Carer Preparation Group	Carers Watkins
	SC Child and Family Progress Meeting	Family Demo
	SC Prospective Foster Carer Stage One Assessment	Applicants Berry
	SC Carer Medical Checks	Kody Hamilton
	SC Carer Purchase Request	Chelsea Watkins
- Unfinished case notes:** A table listing unfinished case notes.

Status	Title	Subject	Effective date
	timed out case note	Family Demo	21/04/2023