

Adults Quick Guide

Lincolnshire Sensory Service – Registrations

This guide is intended to support Lincolnshire Sensory Service (LSS) workers to use the **Registrations** section of Mosaic.

The Registration section is used to record when a person is listed on the Sensory Impairment Register.

When known, a registration category must be recorded.

Recording a Registration

From the **Person summary** screen

- Click **Registrations** in the sidebar menu

The **Registrations** screen will display

- Click the **Add** button
- **Register** = Select **Sensory Impairment Register**
- **Category** = Select as appropriate from the dropdown menu
- **From date** = Use **date picker** icon 
- **Note** = Is optional and can be used to record relevant information regarding the registration
- Click the **Save** button
- Click the **OK** button to return to the **Person summary** screen

The details will display in **Register entries** on the **Person summary** screen.

Ending or Editing a Registration

If a registration category is no longer applicable it should be ended.

A registration should only be edited for the purpose of error correction e.g. if you have selected an incorrect category.

If the registration has changed, the original registration should be ended and a new registration added.

To end / edit a registration either;

- Click **Registrations** in the sidebar menu

or

- Click the **Change** button on the **Register entries** section on the **Person summary** screen

The **Registrations** screen will display

- Click the **Edit Pencil** icon 

The **Edit registration** screen displays

Remember the registration should only be edited for the purpose of error correction e.g. if you have selected an incorrect category.

To end the registration:

- **To date** = Use **date picker** icon 
- **End reason** = only appears once 'To date' recorded - Select from the dropdown menu
- Click the **Save** button
- Click the **OK** button to return to the **Person summary** screen

Ended registrations will only be visible in the Registrations screen – they will no longer display within **Register entries** on the **Person summary** screen.