

Adults Quick Guide

Classes

A class or classes can be recorded on a person's record where it is necessary to do so.

Any classes recorded will display within the **Classes** section on the **Person summary** screen.

Recording Classes

To record a class, from the **Person summary** screen:

Either,

- Click **Person details > Classes** in the extended sidebar menu

Or,

- Click the **Change** button on the **Classes** section

Note: The '**Change**' button will only be visible if at least one class has been recorded.

The **Amend person classes** screen displays.

- Tick the relevant checkbox(es) for the required class(es)
- Click the **Save** button to return to the **Person summary** screen

Updating Classes

To update a class, from the **Person summary** screen:

Either,

- Click **Person details > Classes** in the extended sidebar menu

Or,

- Click the **Change** button on the **Classes** section

The **Amend person classes** screen displays.

If a class has been recorded in error untick the checkbox.

'Classes' should not be unticked during a case closure – a 'Class' should only be unticked if it is no longer valid.

If the person's circumstances have changed you can untick a class to remove it.

If a person's circumstances have changed you should untick the 'Class' and add a case note to record why the class has been removed – there will be no other reference to the 'Class' on the record.

- Click the **Save** button to return to the **Person summary** screen