

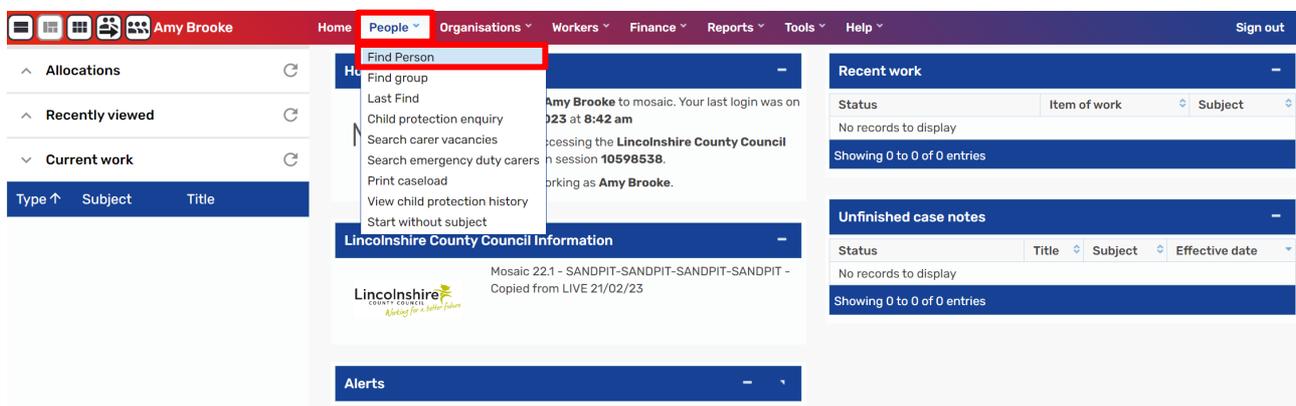
Children's Services Quick Guide

Finding and Creating a Person

Finding a Person

When you first login to Mosaic, the Narrow workview will display as below.

To find a client that exists on Mosaic, click on **People** in the top toolbar then select **Find person**.



In the **Find person or group** window, double check you have the **Find person** tab open. Enter information that will enable you to find the person such as the client's last name and first name or date of birth.

Click **Find** when the information has been entered.

Find person or group

Find person

Find group

At least one field marked with a # is required

The presence of the space character in Post Code will affect search results

Last name#

First name(s)

Flat no.

House no.

Post code#

Date of birth#

Person reference#

Other reference#

Reference type

Class

Use 'sounds like' for last name

Building name#

Street name#

Age from Age to

Sex (as per Health system)

Male Female Any

Context: Adult Child Both

If the client exists, they will display in the results. Click on the client's name to access their record. Be sure to check the date of birth and address to ensure it is the correct person. Multiple clients listed with the same ID number are the same person.

Find person

Find person results

Searched for: Last name: **smith**, First name(s): **johnny**

Show 15 entries Search:

ID	Name	Address	Date of birth	Date of death
3549724	Master Johnny Smith	105 Witham Wharf, Brayford Street, Lincoln, LN5 7DH	03/09/2020	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Find again Add new Cancel

Creating a Person

If the person you need does not appear, you must use the **Find again** at the bottom of the Find person results to complete three different searches. You should use different search criteria such as the post code, date of birth or part of the address. The client could already exist on Mosaic with a variation of the spelling of their name. If they still do not appear, you can create the person on Mosaic using the **Add new** button at the bottom of the search results.



Clicking on Add new will open the **Add new person** window. The more information you can add when creating a person, the more likely another worker will be able to identify them as the correct person they need.

Add new person

Fields marked with a * are required

Title

First names Last name*

Date of birth or age

Sex (as per Health system)

Male
 Female
 Unknown
 Intersex

Context*

Adult
 Child

Ethnicity

Sub ethnicity

First language Interpreter needed?

Fluency in English

Religion Practising?

Nationality

Country of birth

Marital status

It is advisable to add at least the First name, Last name and date of birth, and then click **Next**. The home address should be added and can be searched for by entering the **House No.** and **Post Code** then clicking **Find address**. If the address is outside of Lincolnshire, you must click on the tick box next to **Search through all addresses in the UK**. If an address has recently been searched for, the option of **Last address** can be used to pull through the last address found. **Find person** can be used to find another person on Mosaic and copy the address from them.

Add new person

Find address - enter search criteria below

At least one field marked with a # is required

House no.

Street name#

Post code#

Search through all addresses in the UK

Address details (display only)

Other details

Household structure

Tenure type

Access notes

Telephone numbers

Show entries

Telephone number type	Telephone number	Note	Actions
No records to display			

Showing 0 to 0 of 0 entries

The search results will display and you can click on the correct option. The address will display in the **Address details**. A **Telephone number** can be added from this screen also by clicking on **Add telephone number**. Once completed, click **Finish**.

The person is now created in Mosaic and their Person summary page will display for you to begin any work on them. They will have their own ID number and you will be able to search for them in the future.