

Children's Services Quick Guide

Finding Migrated Information

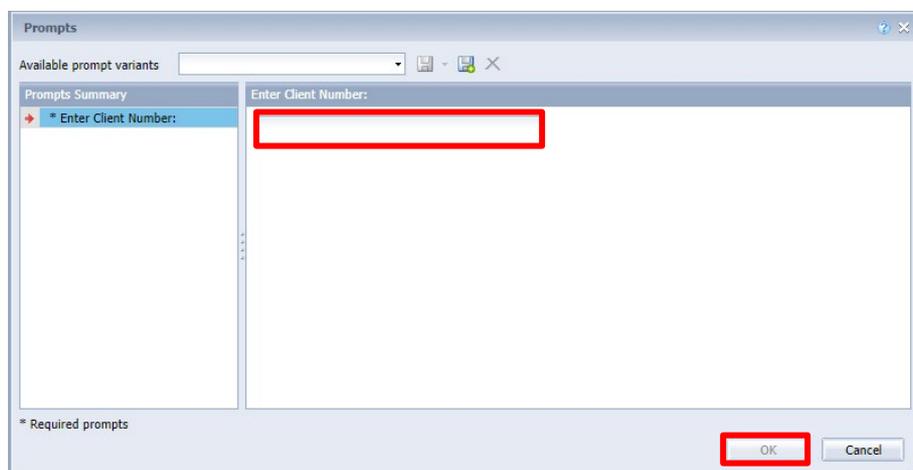
All data recorded onto **ICS** can be found through **Infoview**. The system allows workers to search for any ICS record and view the content of the following areas:

- Referrals
- Assessments
- Plans
- Reviews
- Child Protection/Child in Care Events
- Visits
- Case Notes/Contacts/Health Data

All Mosaic users should have been given access to Infoview when they were given their Mosaic login. The login details for Infoview will be the same as used to get onto Mosaic.

Generating a Report on Infoview

- Click the **Infoview hyperlink** that will have been sent to you via email.
- The Infoview will display as a website
- Within Children's Services, double click to select:
 - Social Care Data
 - ICS Historic Data
 - ICS Data Migration Report
- A **Prompts** window will display where the Clients ID number should be entered and click **OK**.

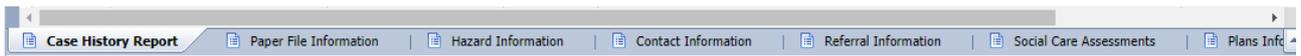


The **Client Case History Report** screen will display with the **Case History Report** tab opened. The tab will display tables containing the Referrals, Assessments, Plans, Reviews, Child Protection Events, Children in Care Events and Visits.

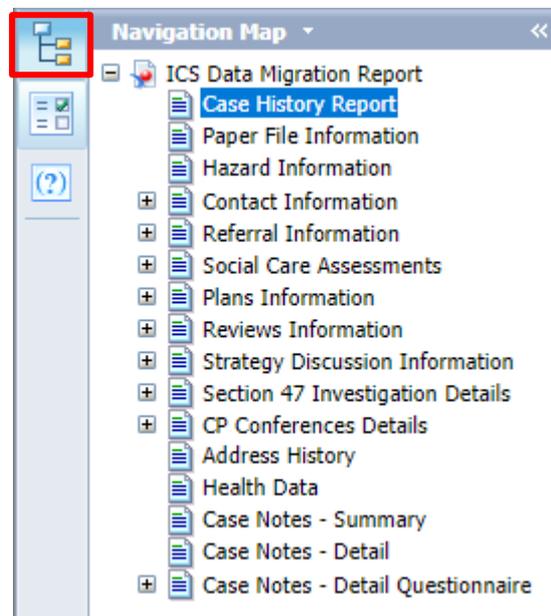
If there are multiple pages, you can access the next page by clicking on the arrows at the bottom of the screen on the right.



The tabs across the bottom of the screen can be used to view further information if it was added onto ICS.



This information can also be accessed by clicking on the headings on the left-hand menu when the Navigation Map is selected.



Within the top left-hand toolbar, the  print icon can be used to print all the information.

The  export icon can be used to create a PDF or excel version of all or selected reports.



The third icon on the left-hand side of the window can be used to enter another Client Number to search for.

