

Adults Quick Guide

Other Names

If a person has another name i.e. preferred name or is known by another name, this should be recorded in Mosaic.

This information helps you to find people in Mosaic and prevents the creation of duplicate records.

Current other names can be viewed within the **Demographic information** section on the **Person summary** screen.

For further information LCC staff should refer to the policy around changing a person's name, gender or title on LCC records on SharePoint.

Viewing and Recording Other Names

To view or record other names:

- Click **Person details > Other names** in the extended sidebar menu or click the '**Change**' link against '**Other names**' in **Demographic information**.

Note: The 'Change' link will only be visible if at least one 'other name' has been recorded.

The **Other names** screen displays

Ended (historic) other names have a date in the 'To' column and current other names will not.

- Click the **Add** button

The **Add other name** screen displays.

Complete the fields on the screen.

- 'Last name' and 'Name type' are both mandatory.

- 'To' should only be completed when ending an 'other name'.
- Click the **Save** button

The **Other names** screen displays.

To add multiple other names, repeat the process by clicking the **Add** button.

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

Ending and Updating Other Names

To end or update other names:

- Click **Person details > Other names** in the extended sidebar menu or click the '**Change**' link against '**Other names**' in **Demographic information**.

The **Other names** screen displays

- Click **Edit Pencil** icon 

The **Amend other name** screen displays.

- Edit the fields on the screen as necessary.
- To end an 'other name' you must record a date in the 'To' field.
- Click the **Save** button

The **Other names** screen displays.

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