Reference Guide

Administration
Printing ICS and EHCP Forms

The print functionality is available to print ICS and EHCP forms via Children's Social Care (previously ICS) and the SEND Education, Health and Care Plan (EHCP). The print functionality enables you to print the data held in One and the information that is visible on the screen.

When printing, ACL and panel permissions are taken into account and if the user does not have permission to view a panel then it will not be included in the printout.

Similarly, if access or visibility restrictions exist for posts, groups, establishments or service teams, these will not be included in the printout.
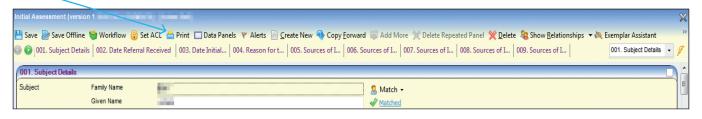
The One software does not print ICS or EHCP forms directly, it outputs to either a Word file or a PDF that can then be printed.

Opening ICS Forms for Printing

ICS forms are accessed via:

- **Focus | People | ICS Person | ICS Person Details | Chronology | New | New Appropriate Exemplar / New Other Exemplar**.
- **Tools | Administration | Form Builder | ICS Forms | Form Definitions | ICS Form Definition | Create New Form For Data Entry**.

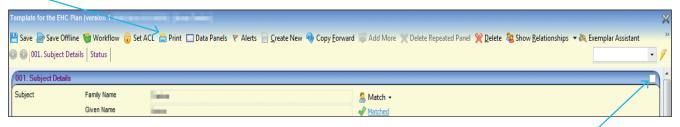The **Print** button is not available until the form has been saved.

Opening EHCP Forms for Printing

EHCP forms are accessed via:

- **Focus | People | Students | Student Details | Chronology | New | New EHC Plan**.
- **Focus | People | Person | Person Details | Chronology | New | New EHC Plan**.
- **Tools | Administration | Form Builder | EHCP Forms | Form Definitions | EHCP Form Definition | Create New Form For Data Entry**.

The **Print** button is not available until the form has been saved.
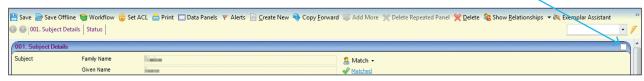

Printing ICS and EHCP Forms

Select the check box on a panel header to include the information in the printout.

To print an ICS or an EHCP form:

1. Open a form from one of the above locations.

2. Click the **Print** button to display the **Print Window** dialog.

3. Select the **Data Panels** to be included in the printout.

   The **Subject Details** panel is automatically selected.

   Any panels that were selected on the form are checked here.

   Click the plus sign to expand the tree to view the questions in the panel.

   Selecting the main panel selects all the questions within that panel. Select or deselect panels and questions, as required.
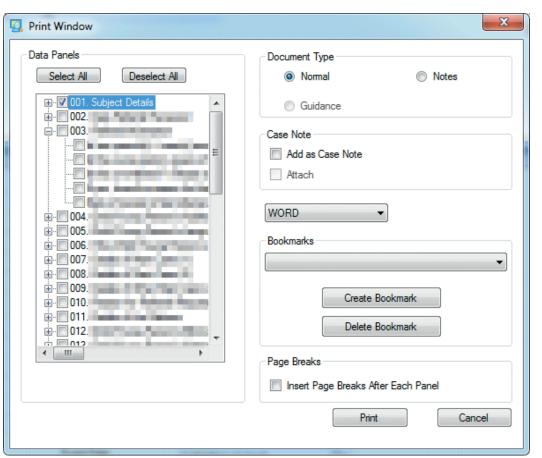
   The headings displayed on the printout are in numerical order and not the panel numbers.

The font type and size for the panel title and sub-title can be changed and a logo can be inserted via the *CCSGenericPrintSettings.ini*. For more information, see the online help file.

Related Reference Guides:

- RG_Administration_Cloning EHCP Form Definitions
- RG_Administration_Creating EHCP Form Definitions
- RG_Administration_Viewing EHCP Question Definitions

Print Window

Data Panels

[Select All]   [Deselect All]

- ☑ 001. Subject Details
- ☐ 002.
- ☐ 003.
- ☐ 004.
- ☐ 005.
- ☐ 006.
- ☐ 007.
- ☐ 008.
- ☐ 009.
- ☐ 010.
- ☐ 011.
- ☐ 012.
- ☐ 013.

Document Type
- ◉ Normal
- ○ Notes
- ○ Guidance

Case Note
- ☐ Add as Case Note
- ☐ Attach

WORD ▾

Bookmarks

[Create Bookmark]

[Delete Bookmark]

Page Breaks
- ☐ Insert Page Breaks After Each Panel

[Print]   [Cancel]

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4. Select a **Document Type**. The default type is **Normal**; this prints the selected content of the form.

   Selecting **Notes** prints a blank page after the contents of each panel.

   Selecting **Guidance** prints out the **Form Guidance Notes**, if they were entered via the **Form Definition** page.

5. If required, select **Add as Case Note**. You can then choose if you wish to attach the case note.

6. Select to print the document in **WORD** or **PDF** format.

7. If required, select an existing bookmark, if one has already been created.

8. If required, click the **Create Bookmark** button to create a new **System** or **User Defined Bookmark**.

   Each bookmark must have a unique name.

9. If required, select the **Insert Page Breaks After Each Panel** check box.

10. Click the **Print** button to preview the document.

11. Save the document to a location on your PC, then print.

CAPITA