



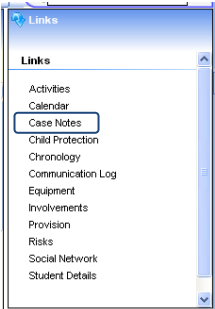
Relationships Case Notes

Menu: Focus | People | Person/ICS Person | Links | Case Notes

Relationships records the associations between the Subject and other people. Functionality to manage Relationships is also available in **Contact Records, Exemplars** and **Social Network**.

Case Notes

NB. Relationships can only be recorded on Case Notes if you have an **ICS licence**.



Case Notes: On the Person, Student or ICS Person, select **Case Notes** from the **Links** panel. The **Relationships** panel appears as part of the **Case Note Detail**. Click to open a **New Case Note**.

Save the Relationship(s)

Save Set ACL Alerts Hide Relationships

1. Subject Details 2. Case Note 3. Sign Off 4. Cloned Details

Relationships for Frank

Relationships Filter: Current

Select	Flags	Subjects Relationship to:	Name and Address	Age (Years Months)	Primary Contact No	PR	MC	S	M
<input checked="" type="checkbox"/>		Carer Of	No Name		No	No			

To record a **Memo** you need to **Edit** the record and click the **Memo** button. Once the Memo has been saved the icon will display as

Show/Hide Relationships:

Click button to **Hide Relationships** panel. Options available on dropdown to **'Always show Relationship panel'** or not. Set **Relationships Filter** to **Current** or **All**.

Click to **Add** new Relationship to Subject
 Click **Remove** to delete a Relationship
 Click **Edit** to open the Person Relationship
 Click **Details** to view the Person Details.

2. Relationships

Relationship Type: System Lookup

Subjects Relationship to: Adopted Child Of, Adoptive Father Of, Adoptive Mother Of, Adoptive Parent Of, Aunt Of, Cared For By, Carer Of, Child Of

Apply to selected

Part Date, End Date, PR, MC, End Reason, S, M

PR – Parental Responsibility
MC – Main Carer
S – Sensitive M - Memo

Add New Relationship:

Select **Relationship Type** from dropdown
 Enter other details as required
 Click **Apply to selected** button
 Save the Relationship/s
 You can Add or Remove Relationships here

Case Note - F [New Case Note]

Generate Set ACL Alerts Hide Relationships

1. Subject Details 2. Case Note 3. Sign Off 4. Cloned Details

Relationships for Frank

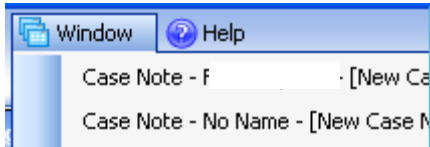
Relationships Filter: Current

Select	Flags	Subjects Relationship to:	Name and Address	Age (Years Months)	Primary Contact No	PR	MC	S	M
<input checked="" type="checkbox"/>		Carer Of	No Name		No	No			

Generate Case Notes:

Check records that you wish to **Generate Case Notes** for

- Related Reference Guides:**
- RG_Relationships_Contact Record
 - RG_Relationships_Exemplars
 - RG_Relationships_Social Network
 - RG_Social Network



Window:

Click **Window** button to view newly generated Case Notes. Each Case Note must be saved individually.