



Early Help Module – Shortcuts

Shortcut	Definition
%	Wildcard – Can put it into a surname etc when searching for a record if unsure of the spelling e.g. Sm%th
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Red Question	Mandatory question
Click on another person’s name in the Relationships Tab	You will now be in their case record
Type the word ‘Today’ in a date field	Upon saving today’s date will populate
Type the word ‘Now’ in a date field	Upon saving today’s date and time will populate
‘Active Episode’ ‘Other Children’ tab	Can click into other sibling’s case record
Click link ‘Reassign’ next to your name against a task	You will be able to reassign that task to another professional
Click link ‘Childs name and case number’	You will be taken to the child’s demographics
Click on the ‘Pencil’ icon	You will be able to edit the information
Click on the flag/s next to the child’s name	Will take you to that identified area of the system
Hover over flags	Will display information
Within Case Pathways	Blue boxes = Active Tasks Grey boxes = Completed Tasks White boxes = Task not activated

Adding Meeting Attendees	Do this within the Meeting Outcomes rather than when 'organising the meeting'