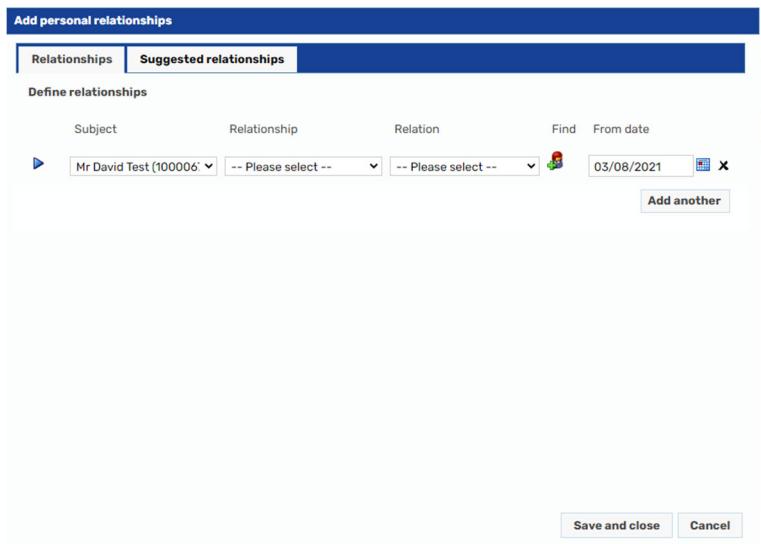


ADDING NEXT OF KIN TO CLIENT RECORD

1. On the Person summary screen click “ **Person details** > and select **Personal relationships** from the dropdown
2. Click **Add** | at the bottom right of the screen

The following screen opens:



| Relationships | Suggested relationships | | | |
|------------------------|-------------------------|---------------------|------|------------|
| Define relationships | | | | |
| Subject | Relationship | Relation | Find | From date |
| Mr David Test (100006) | -- Please select -- | -- Please select -- | | 03/08/2021 |
| Add another | | | | |

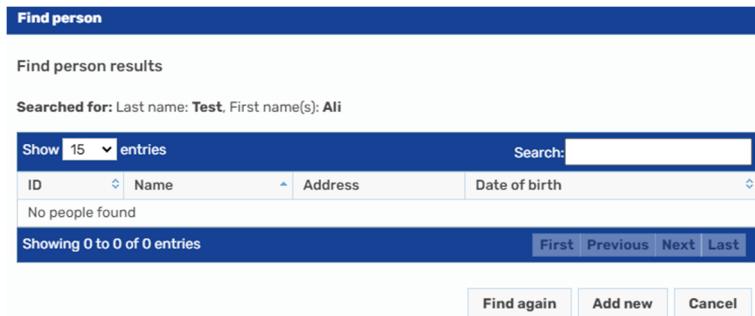
3. Click the down arrow on the **Relationship** box and select the appropriate relationship
4. To the right of the Relation box click
5. Search for the relevant relevant person in the usual way
- **If the relation is found on the system then go to Step 6 below.**
- **If the relation is not on the system go to step 12**

RELATION IS FOUND BY SYSTEM SEARCH

6. Click **Save and close**
7. Click to the right of the relation
8. Go to the section displaying the correct role
9. Select **Next of Kin**
10. Click **Save**
11. Click **OK** |

RELATION IS NOT FOUND BY SYSTEM SEARCH

12. The following will display:



Find person

Find person results

Searched for: Last name: **Test**, First name(s): **Ali**

| Show | 15 | entries | Search: |
|------|------|---------|---------------|
| ID | Name | Address | Date of birth |

No people found

Showing 0 to 0 of 0 entries

First Previous Next Last

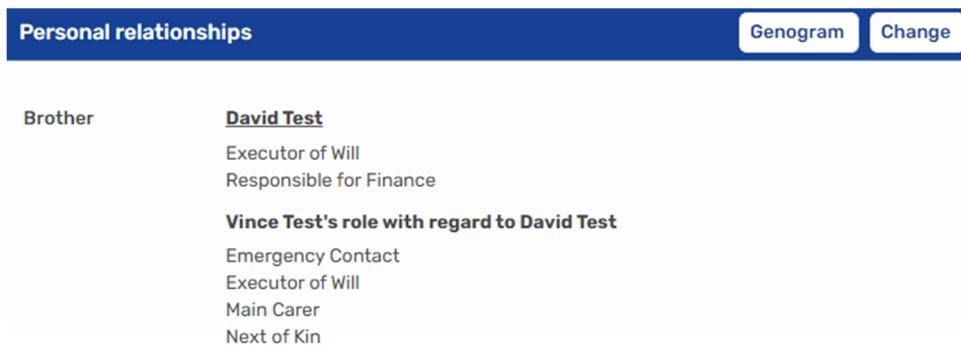
Find again Add new Cancel

13. Click **Add new**

14. Add the new relation in the same way as for a new client / service user (see separate Process Guide)

15. Once the new record is created add the relationship as per steps 7-11 above

Once created the relationship and attributes will appear on the Person Summary screen:



Personal relationships

Genogram Change

| | |
|---------|--|
| Brother | David Test |
| | Executor of Will |
| | Responsible for Finance |
| | Vince Test's role with regard to David Test |
| | Emergency Contact |
| | Executor of Will |
| | Main Carer |
| | Next of Kin |