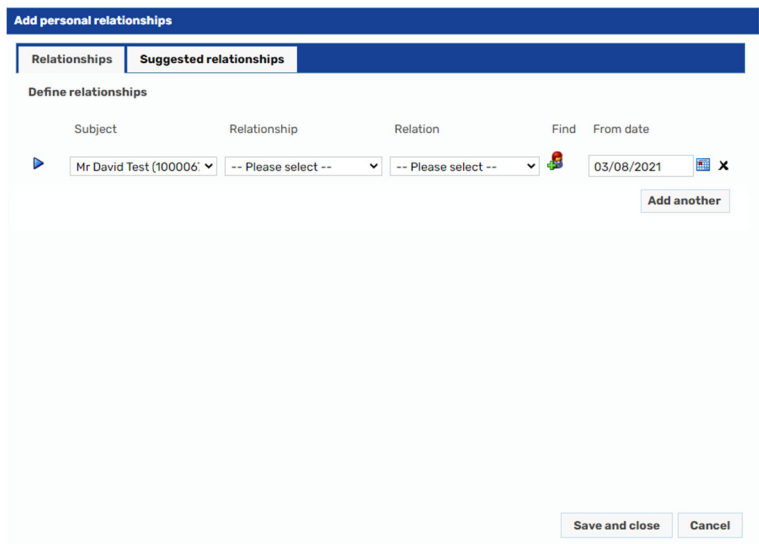



ADDING NEXT OF KIN TO CLIENT RECORD


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:



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