Sefton Council

Sefton MBC

Early Help System EHM

How to Create a new person

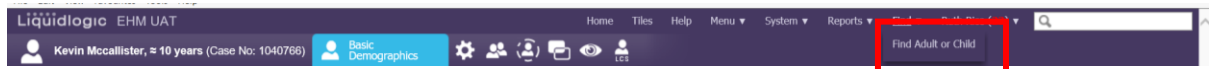| Version Date:	May 2020
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POSITIVE ABOUT DISABLED PEOPLE

Document History:
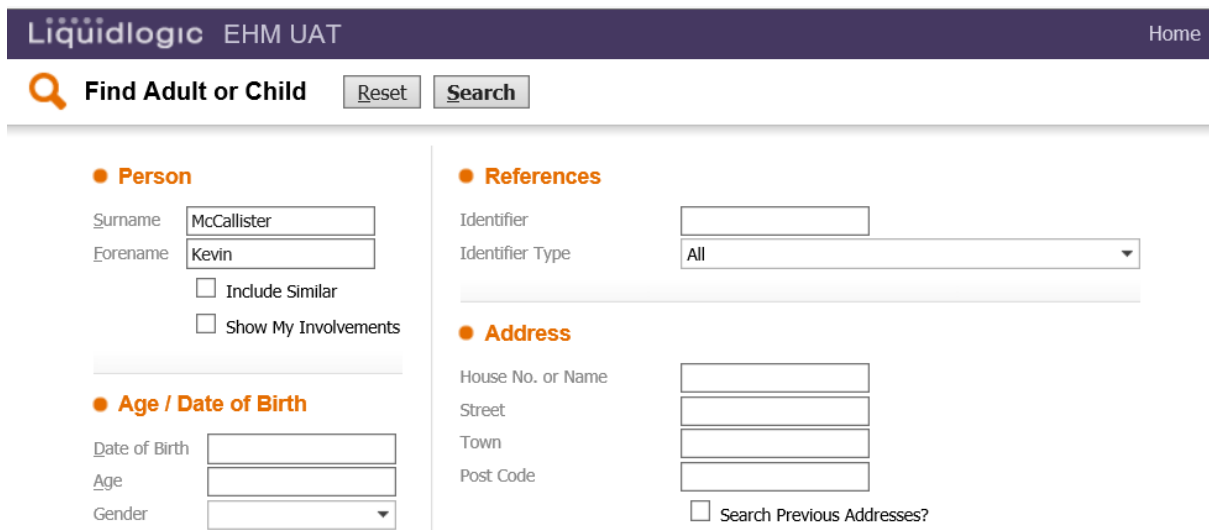
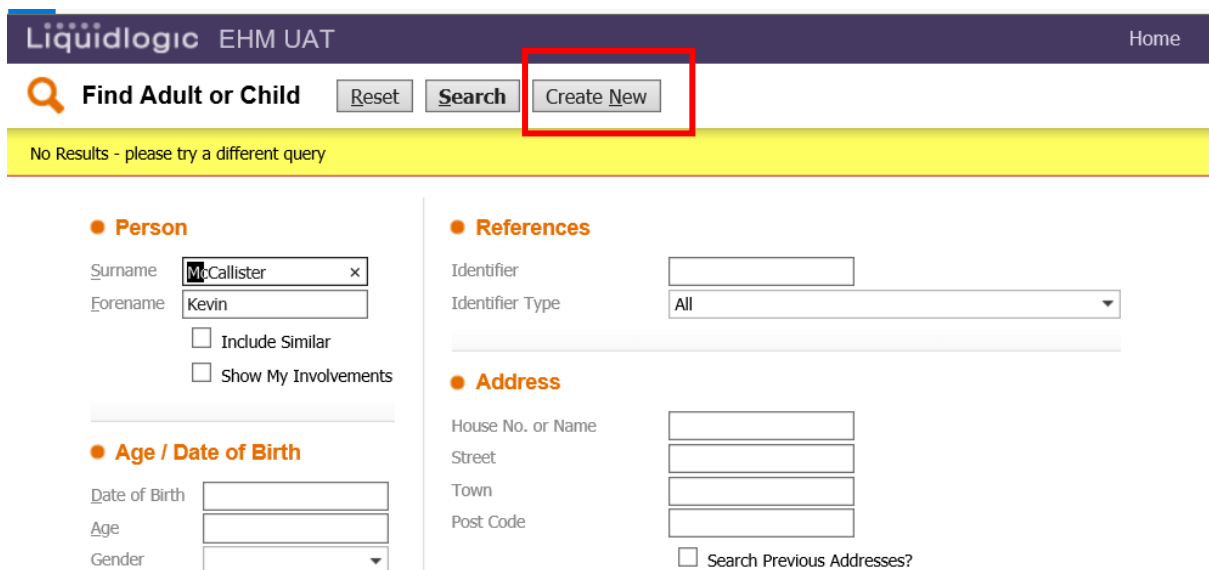| Date	Version	Author	Details of Amendments
18/05/2020	1	Ruth Rice	

How to create a new person on EHM

1. Click on Find Adult or child on the top menu bar

2. Enter the details of the person you wish to create to ensure they don't already exist. If names may be spelt differently use the wild card charecters either * or % in your search eg Thom*son. Ensure you carry out a thorough search before creating a new person to avoid creating duplicate records.

3. If the record does not exist a Create New button will be displayed, click on this button

4. Enter details for the new person, any fields in red are mandatory fields, click on Create.