FIND DATA MAINTENANCE

USER GUIDE

Family Information Network Directory

Local Organisations
Social Services
Health
Education
Welfare
Voluntary Sector

A Support and Advice Guide
for Parents of Children with Varying Needs and Disabilities
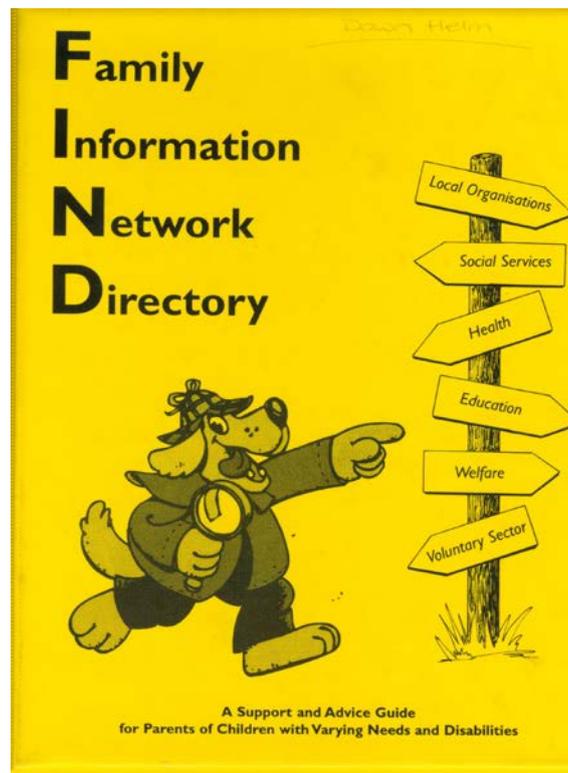
Created by

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Contents

1. Web Address

- Please enter the following address into your internet browser to gain access to the login screen for the FIND Directory

- https://lccsecure.lancashire.gov.uk/cyp/find

- You should then be presented with the following screen
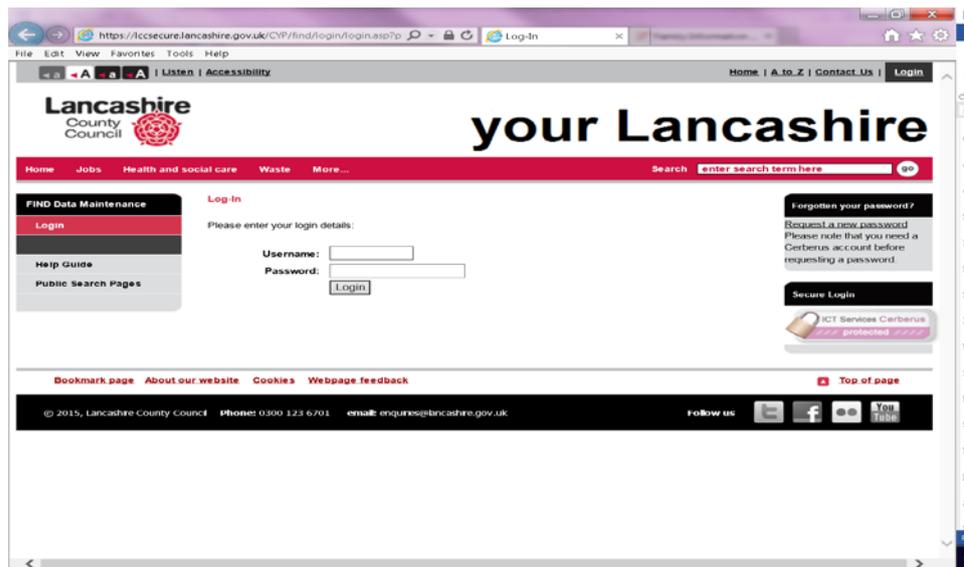
2. To Login

- Select the Username section and enter your user ID (this will have been sent to you via e-mail)

- Now enter your password (this would have been sent to you via e-mail – be careful to use upper and lower case correctly)

- Click the login button

- If this is your first login you will be requested to change the password to your own password (write this new password down and keep in a safe place)

3. FIND Home page

- You should now be presented with the FIND home page as shown below
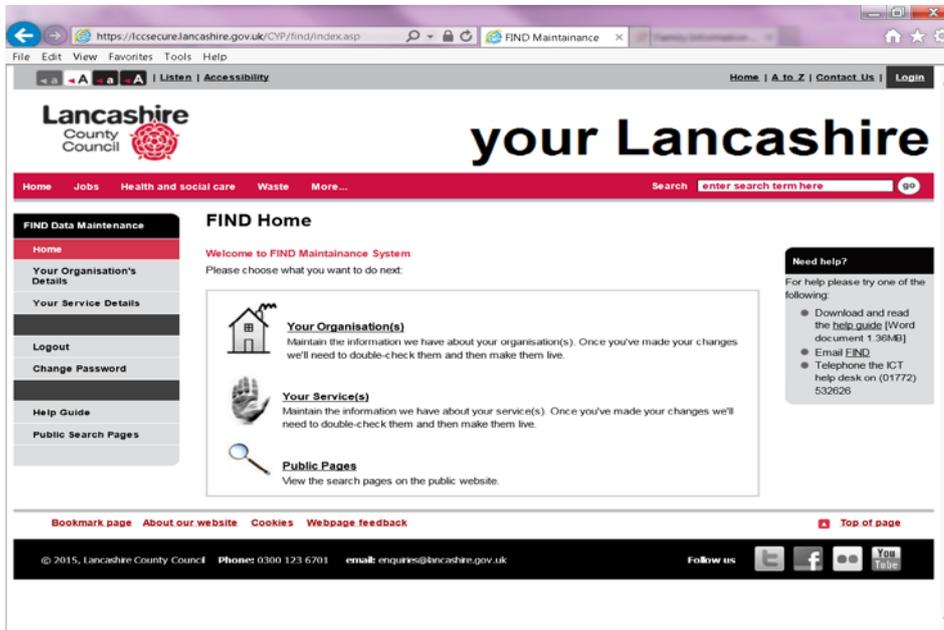
FIRST login ONLY

If you have not previously been prompted please change your password now by using the link on the left hand side of the page. (write this new password down and keep in a safe place)

4. Maintaining your data

- Click on the Your Service(s) link

- You will be presented with the maintenance page as shown below
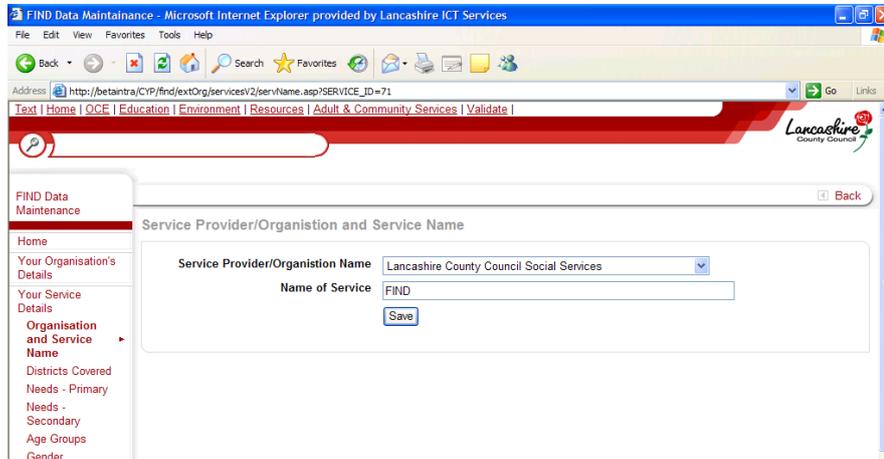
Please note the screen shots shown include TEST DATA. Yours will

include your services information.

- The data held for your organisation / service in the FIND Directory is

  sub divided and the classification headings are shown as links on the

  left side of the page.

5. Familiarising yourself with the site

- Click on the links on the left hand side in turn.

- See how and what information is stored under each category.

- Note that what you are seeing is LIVE data

6. Making changes

- Click the link on the left side of the FIND Home for the information you wish to amend [i.e. **Districts Covered,** Contact Details, Service Users / Client Groups]
- When presented with the screen make the changes you require in one of the following ways
- If presented with a screen like this below
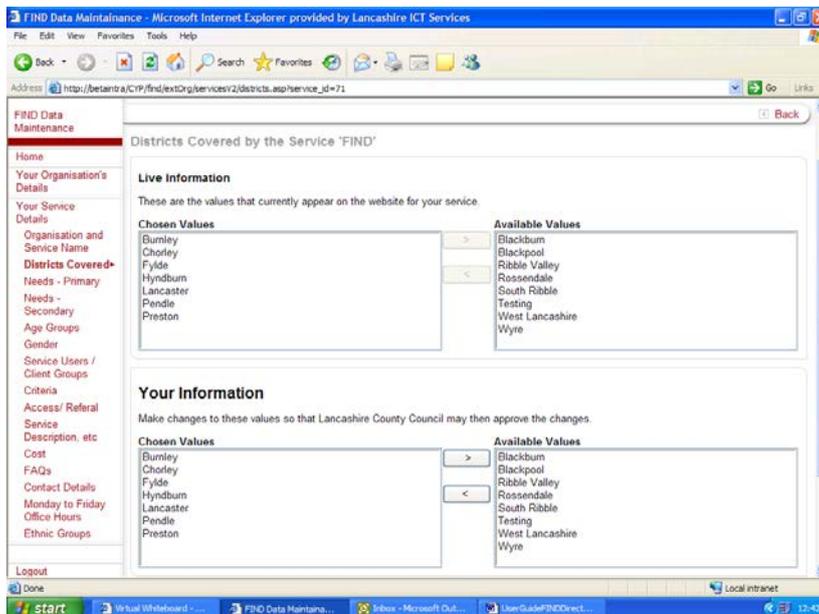
The top data is what is the LIVE data currently being displayed on the Internet and can not be changed from here. This is for your information only.
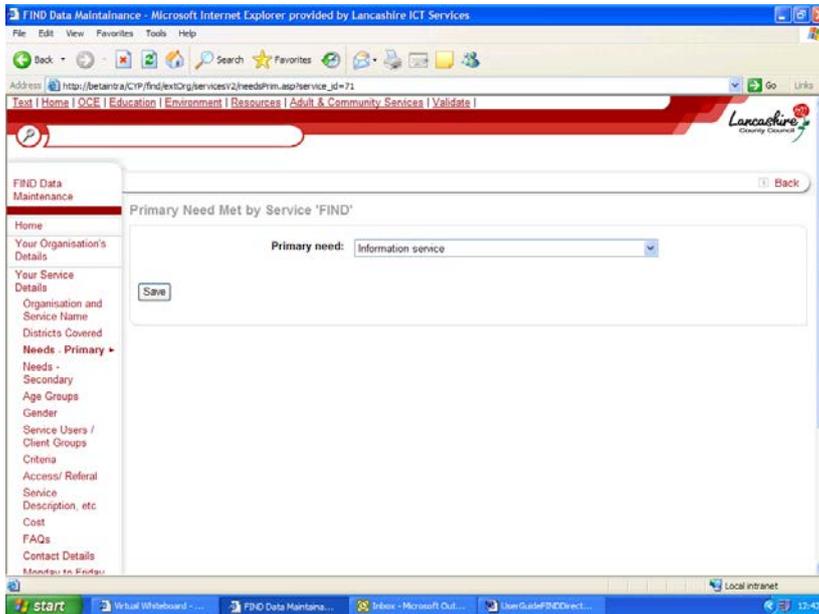
To make changes

To **REMOVE** information click on the data to be removed in the bottom left side pane and press the [>] button.

To **ADD** information click on the data to be removed in the bottom right side pane and press the [<] button.

When you navigate away from this page the NEW data will be saved

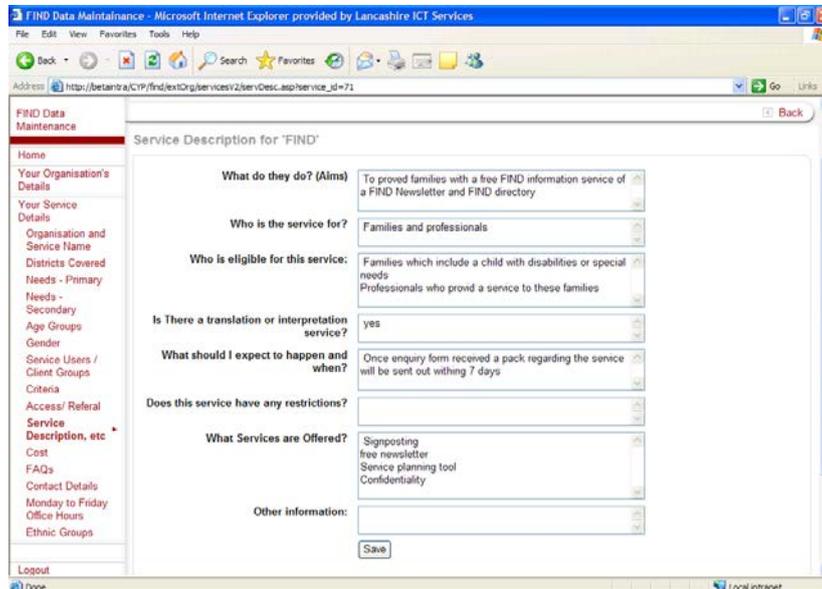- If presented with a screen like this below:

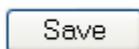Choose the relevant information from the drop down box and click the

Save button
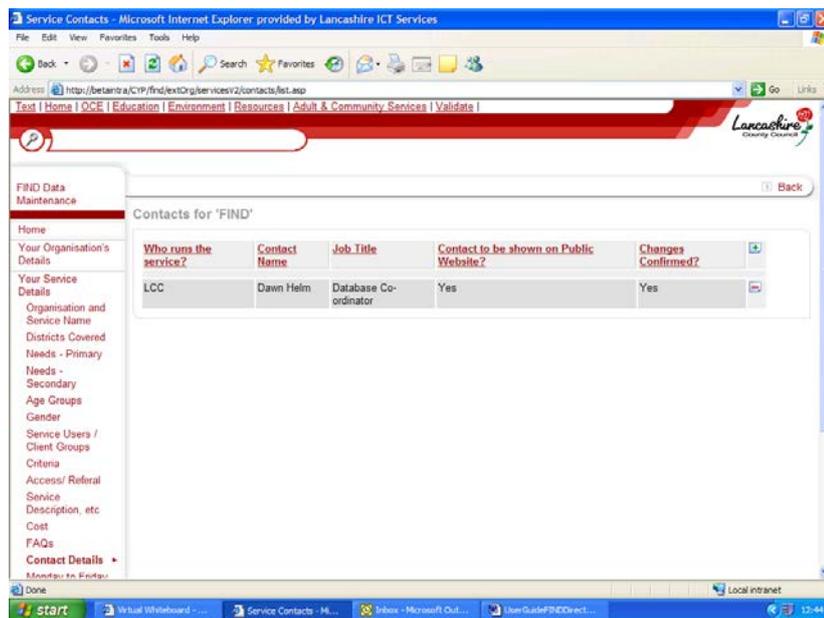
- If presented with a screen like this below

make the changes to the information as required and click the

Save button

- If presented with a screen like this below

This will show the live information

- To **AMEND** the shown information double click the entry and a screen showing all the details will appear. Amend and SAVE

- To **REMOVE** click on the ▬ button on the right hand side of the entry

- To **ADD** click on the ➕ button on the right hand side of the screen and enter the details. Then SAVE

REMEMBER

If you make any changes that you wish to keep make sure you click the save button (if available) after each change.

7. After you have made the changes

- Once all changes have been made and you are satisfied that the information is correct and ready to be displayed on the Internet click the LOGOUT link at the bottom left of the page.

- The changes will NOT take place instantly, they have to be verified by the Directory Co-ordinator and can take a few days.

8. Contacts

If you are having problems with the FIND directory, or need any assistance

that can not be answered by this guide please contact the Directory Co-

ordinator

Tel 01772 532509

e-mail FIND@lancashire.gov.uk