FIND DATA MAINTENANCE USER GUIDE



Created by

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1. Web Address

- Please enter the following address into your internet browser to gain access to the login screen for the FIND Directory
- <u>https://lccsecure.lancashire.gov.uk/cyp/find</u>
- You should then be presented with the following screen

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File Edit View Favorites To	ols Help			
🖃 🚽 A 🚽 a 🛶 A I 📖	en Accessibility		Home A to Z Cont	tact.Us Login ~ P.
County Council	9	your	⁻ Lancasł	nire
Home Jobs Health and	social care Waste More		Search enter search term here	
FIND Data Maintenance Login Help Guide Public Search Pages	Log-in Please enter your login details: Username: Password: Login		Korpstan Preser not Cerberta Secure Lo Secure Lo	your password ? THEN LEAD SWORD ? IF the You need a c count before a password. Bin Services Cerberus protected
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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 <u>Your Service(s)</u> 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. <u>Districts Covered</u>, <u>Contact Details</u>, <u>Service</u> <u>Users / Client Groups</u>]
- When presented with the screen make the changes you require in one of the following ways
- If presented with a screen like this below

🗃 FIND Data Maintain	ance - Microsoft Internet Explorer provided by Lancashire I	CT Services	. 6 🛛
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Address a http://betantr	a/CrP/fnd/extOrg/services/2/districts.asp?service_id=71		💌 🛃 Go 🛛 Links や
FIND Data			🖪 Back) 🗖
Maintenance	Districts Covered by the Service 'FIND'		
Home			
Your Organisation's Details	Live Information		
Your Service Details	These are the values that currently appear on the website for	r your service.	
Organisation and	Chosen Values	Available Values	
Service Name	Chorley	Blackpool	
Districts Covered+	Fylde	Ribble Valley Ressentate	
Needs - Primary	Lancaster	South Ribble	
Secondary	Pendie	Testing West Lancachine	
Age Groups	P 103LON	Wyre	
Gender			
Service Users /			
Cotecia	Your Information		
Access/ Referal	rourmonnauon		
Service	Make changes to these values so that Lancashire County C	council may then approve the changes.	
Description, etc	Chosen Values	Available Values	
Cost	Burnley	Blackburn	
FAQs Context Databa	Fylde	Ribble Valley	
Monday to Eriday	Hyndburn	< Rossendale	
Office Hours	Pendle	Testing	
Ethnic Groups	Preston	West Lancashire Wyre	
Logout			
Done Done			S Local intranet
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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

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ldress 🚳 http://betantr	a/CTP/find/extOrg/servicesV2/servDesc_asp?service_id=71		💌 🛃 Go 🛛 Links 🤅
IND Data Asintenance			I Back
Home	Service Description for 'FIND'		
r'our Organisation's Details	What do they do? (Aims)	To proved families with a free FIND information service of a FIND Newsletter and FIND directory	<u>~</u>
Your Service Details Organisation and Service Name	Who is the service for?	Families and professionals	
Districts Covered Needs - Primary Needs -	Who is eligible for this service:	Families which include a child with disabilities or special needs Professionals who provid a service to these families	n V:
Age Groups	Is There a translation or interpretation service?	yes	
Service Users / Client Groups	What should I expect to happen and when?	Once enquiry form received a pack regarding the service a will be sent out withing 7 days	8
Criteria Access/ Referal	Does this service have any restrictions?		
Service Description, etc * Cost	What Services are Offered?	Signposting free newsletter	6
FAQs Contact Details		Service planning tool Confidentiality	
Monday to Friday Office Hours	Other information:		
Ethnic Groups		Save	

make the changes to the information as required and click the

Save button

• If presented with a screen like this below

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aintenance	Contacts for 'FII	ND'				
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our Organisation's etails	Who runs the service?	Contact Name	Job Title	Contact to be shown on Public Website?	Changes Confirmed?	٠
our Service etails Organisation and	LCC	Dawn Helm	Database Co- ordinator	Yes	Yes	
Districts Covered						
Needs - Primary						
Needs - Secondary						
Age Groups Gender						
Service Users / Client Groups						
Criteria						
Access/ Referal						
Service Description, etc						
Cost						
FAQs						
FAQs Contact Details 🔸						

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