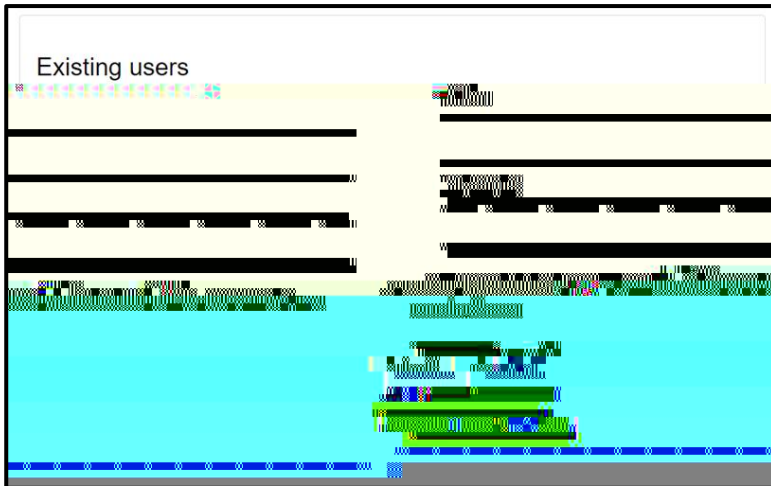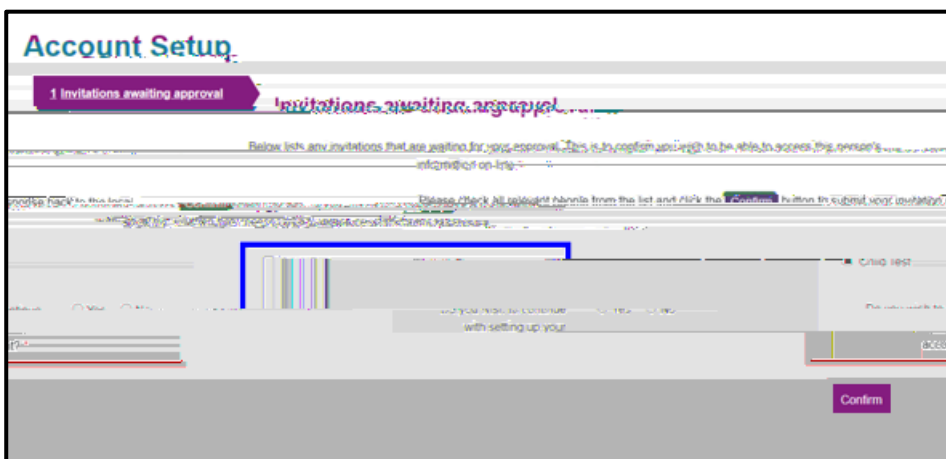# Liquidlogic User Guide

# Liquidlogic User Guide

A code will be sent to the registered email address. This code is for one time use only. A new code will be sent each time you log in.

Add the code and click on **Finish**



## Accepting the Invitation

The invitation can now be accepted. **Select the child by ticking the box and then select Yes to continue setting up the account. Click Confirm**

Click **Submit**

An email will now be sent confirming the account activation.

This link can be used to access the portal once the SEND Team have co

# Liquidlogic User Guide

Once the confirmation has been received, the parent/young person can now log in. Click on the link in the email and log in using the code sent once the email and password have been added. For how to do this, please see <u>Logging In</u> section of this guide.
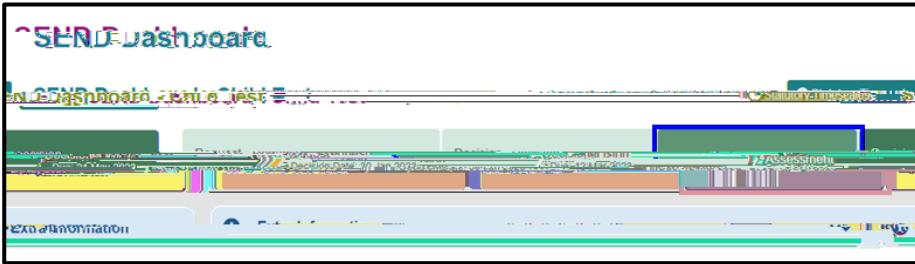
## SEND Dashboard

Once logged in, the Portal screen will be displayed. Click on SEND Dashboard under the child s name.

The current stage of the request will be displayed in purple:
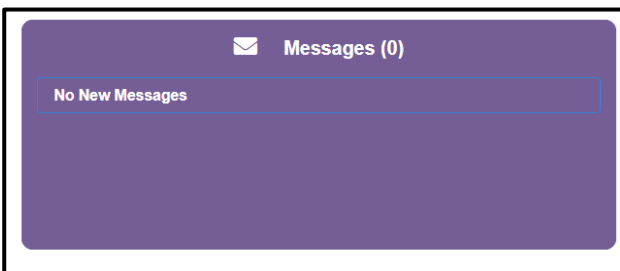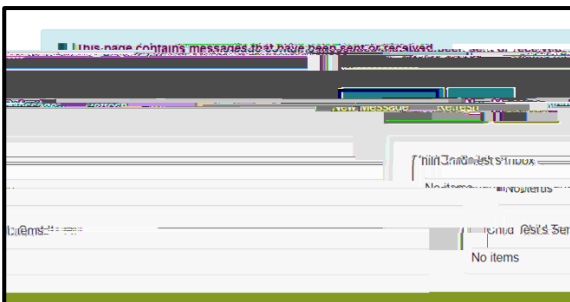


# Messages

The Parent Portal allows messages to be sent to and received from the allocated caseworker.
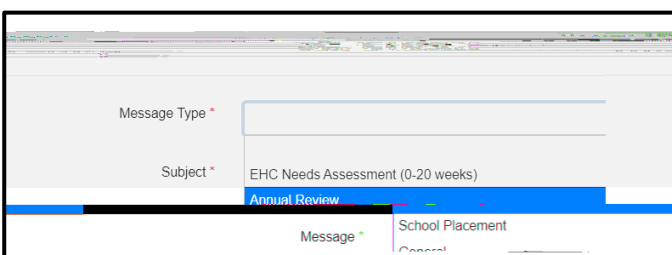
## Sending Messages

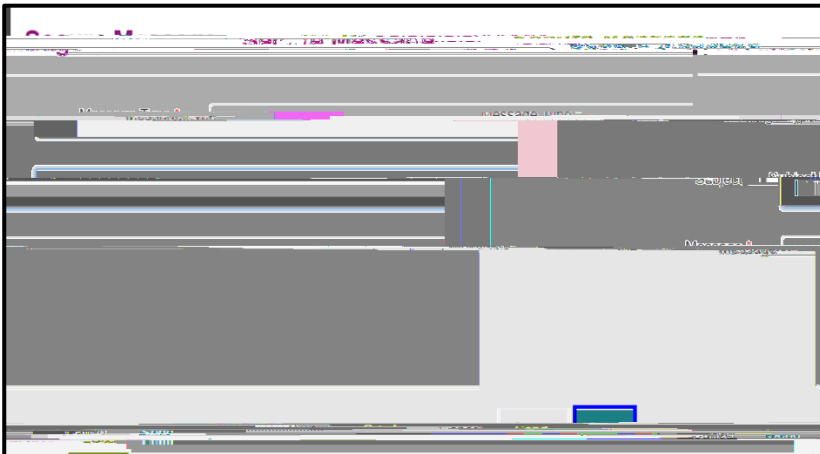**Click** anywhere on the message box.



Click **New Message**



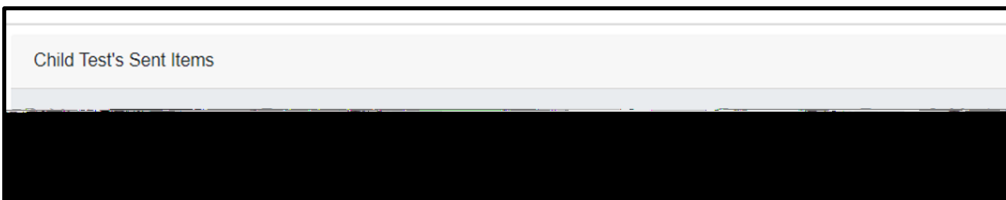Select a **Message Type** from drop down

# **Liquidlogic User Guide**

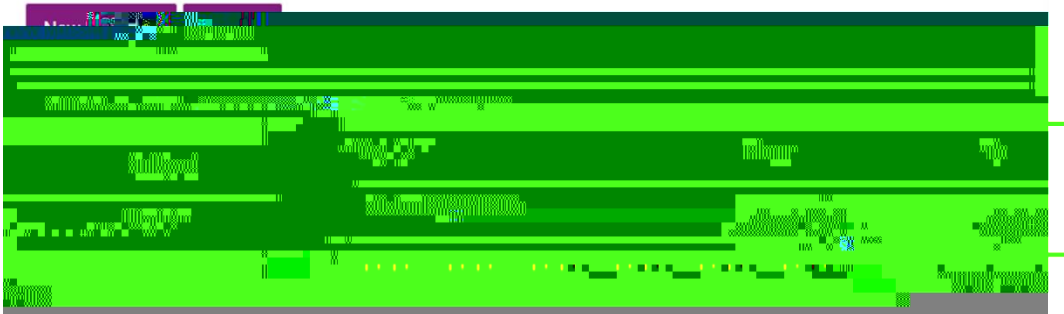**Add the Subject and then type the message.** Click **Send**

The message will be displayed under Sent Items

Child Test's Sent Items

## Inbox and Messages Received

New Messages received will be displayed in the Inbox

Click on the message to read it.

Replying to Messages

To reply to a message that has been received, click on **Reply**

To exit the message, just click on the X in the corner of the screen.

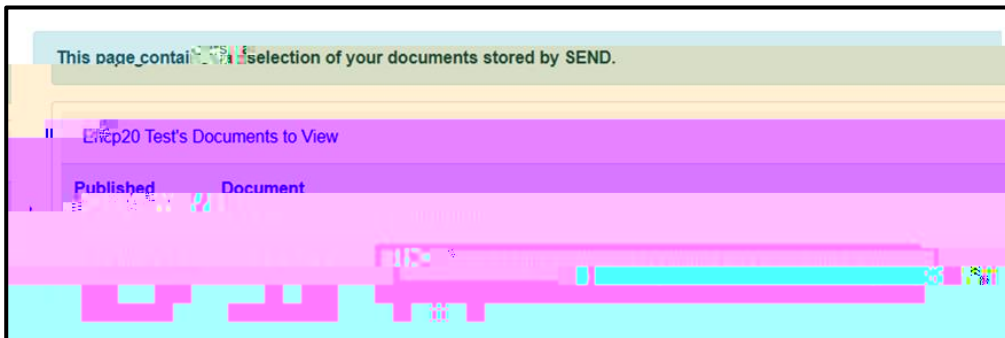Click Return to Dashboard to go back to the main screen.

# Documents to View

The SEND teams can send documents to view via the portal. These could include letters and copies of the plan.

# Liquidlogic User Guide
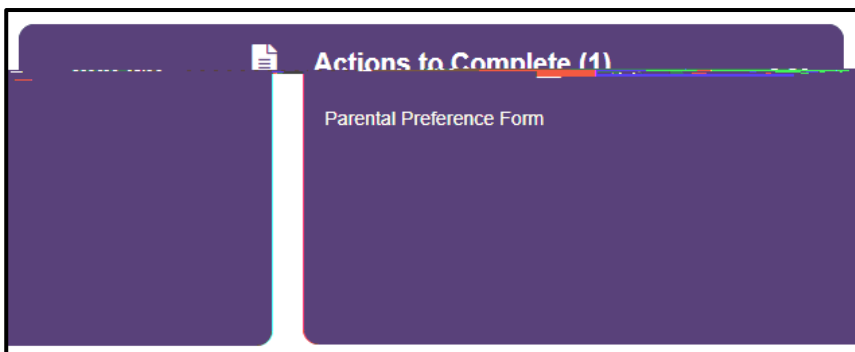
To view the document **click on the description.**



The document will download to the **downloads folder on your device** for you to **view**.

## Actions to Complete

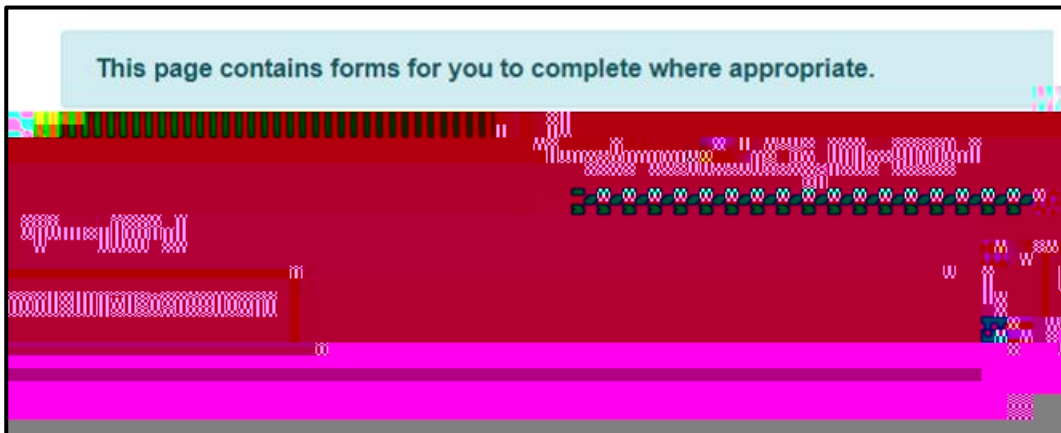The SEND team may send additional forms to complete such as the Parental Preference Form.

To access these forms, click on the **Actions to Complete** box.

# Liquidlogic User Guide

**Click on the text** to open the form

This page contains forms for you to complete where appropriate.

Complete the form by following the on-screen instructions and **submit**.

1 Parental Preference Form

2 Parental Preference Guidance

3 Parental Guidance Continued

4 Parental Preference Form

5 Supporting Documentation

6 Submit

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