

## Adding a new person to the database

**KCAS, Out of Hours, Asylum, Admin Officers** or **HQ** (missing children, OLAs LAC children) can add a new name to the database.

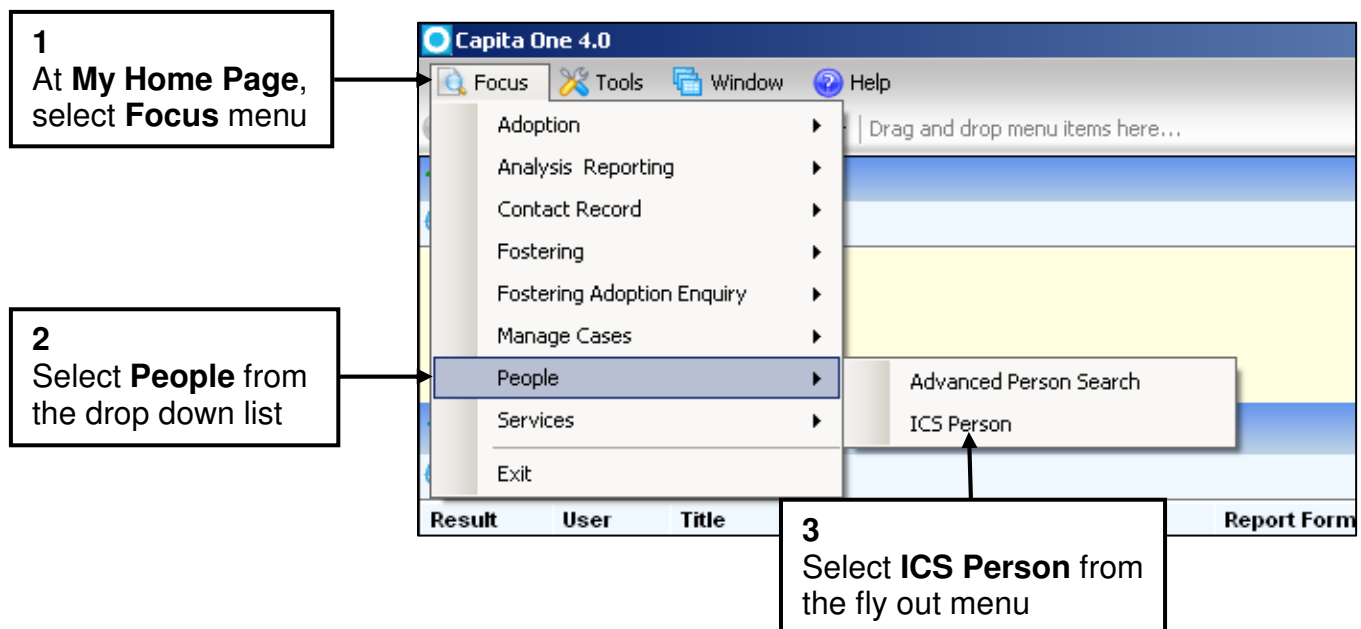
If the **ICS Person Enquiry** and **Advanced Person Search** fail to return an appropriate match, a person can be added to the database and the address matched from the gazetteer using the address match facility.

A minimum of three searches must be conducted before a new person is added to ICS – this will prevent duplicate records being created.

1. **Name – family name and chosen name**
2. **Address – Post Code search**
3. **Date of birth**
4. **Check SWIFT if you have access**

If an **Unborn** child is added to the ICS, record the mother's surname as the **Family Name** and **Unborn** as the **Given Name**. The expected date of the delivery is recorded in the **Estimated Due Date** field.

### ICS Person Enquiry



The following screen is displayed:

**4**  
**Add details** – Family Name, Given Name, Postcode, Date of Birth but **Remember** – less is more! Keep the searching simple – the more complex the search, the less likely the correct person will be found

**5**  
Click - **Search**

Results are displayed here – if the person is not found, add them to the database via **New**

**6**  
Click **New**

When **New** is selected, the following screen is displayed:

**1**  
Enter person details

Searching on **Person ID** will look for data in this field

Version 4.1.3386.28108 https://10.110.4.176/CCSEnterpriseApplicationService 0 of 6 chars

### Helpful Hint:

Use the tab key to move between fields

## Adding the address

**1**  
Click on **03. Address Details** Question Group

**2**  
Click **Add** to add a new row

**3**  
Click ellipses to open the **Address Enquiry** window and search for the address

The **Address Enquiry** screen is displayed:

**4**  
Add **Postcode** and/or details in **Address Line**

**5**  
Click **Search**

**6**  
Highlight the address and click **Select**

Address	UPRN	OSAPR	Easting	Northing
1 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K835CE7MY7G00		602173	143917.5
2 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K836CE7MY7G00		602173.8	143921.8
3 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K837CE7MY7G00		602174.8	143925.8
4 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K830CE7MY7G00		602177.2	143929.8
5 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K831CE7MY7G00		602179.7	143933.9
6 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K832CE7MY7G00		602173.3	143961.2
7 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K833CE7MY7G00		602171.3	143972.3
8 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83CCE7MY7G00		602135.1	143961.4
9 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83DCE7MY7G00		602136.6	143950.3
10 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83ECE7MY7G00		602135	143939.6
11 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83FCE7MY7G00		602136.7	143928.4
12 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K838CE7MY7G00		602113.6	143952.7
13 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K839CE7MY7G00		602103.3	143951.9
14 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83ACE7MY7G00		602093.3	143951.9
15 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83BCE7MY7G00		602084.1	143951.3
16 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83LCE7MY7G00		602060.8	143941.8
17 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83MCE7MY7G00		602061.4	143951.4
18 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83NCE7MY7G00		602060.8	143961.7
19 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83PCE7MY7G00		602061.4	143971.1
20 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83GCE7MY7G00		602061.7	143981
21 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83HCE7MY7G00		602061.5	143991.6
22 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83JCE7MY7G00		602062.4	144004.7
23 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83KCE7MY7G00		602074	144017.5
24 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83VCE7MY7G00		602083.5	144020.3
25 John Dutton Way, Kennington, Ashford, Kent, TN24 9PW	AP220K83WCE7MY7G00		602098.6	144010.6

49 addresses found.

7

Select **Type** from drop down list – choose **Home Address** for first address only (for full guidance on which address type to use, please see the guide '**Address Protocol**' published on Kent Trust Web)

The address is displayed

8 Record **Start Date**

Tick **Correspondence** check box for first address identified as **Home Address** – the **Correspondence** address for all school aged children is maintained by EMS – the **Correspondence** address pulls through to **Panel 1** of all exemplars

10 Click **Save**

9 **Complete** details in the remaining panels

Free text fields - the number of characters available is displayed bottom right of window

0 of 18 chars

### Helpful Hint:

If you know the code when selecting from a drop down list, type the first few characters of the code and press the tab key i.e. type **Eng** to select **English**

**Remember** - for full guidance on which address type to use, please see the guide '**Address Protocol**' published on Kent Trust Web