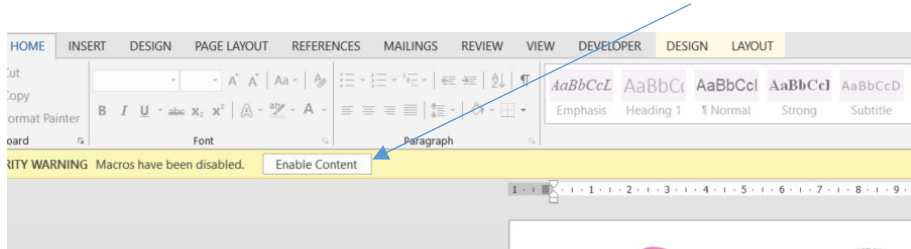


EARLY HELP FORMS

Technical guidance

When opening the forms

When you open the forms you need to click the 'Enable Content' button



Entering information into the form

For every form you need to complete always download a blank form from the LSCP website, do not save local copies. It will save you time if you bookmark the website on your internet browser.

To enter information click into each field.

There are 4 types of fields:-

- Free text* you can type any information
- Date fields* select a date from the date picker or type date as dd/mm/yy
- Drop down lists* select an option from the drop down list
- Check boxes* enter an 'x' in the box or leave it blank

Adding additional rows to tables

To add a new row to selected tables, double click the blue text under the table "to add another ... double click here".

Spell checking

Spell checking is not enabled in each individual section of the forms but there is a spell checking button at the end of each form. To use it, double click the blue text and the entire document will be spell-checked.

To import data from request form to assessment

Open the request form you want to import, open a new blank assessment. Close all other word documents. On the assessment form double click "To import information from request form double click here". Wait while the data is imported.