How to add an Involvement

Document	How to add an Involvement
Purpose	This is how you add an involvement onto a record
Version	V2
Owner	ICT Business Transformation Team
Last Updated	22/05/2023

How to add an Involvement

1. Locate the **Record** you want to add your **Involvement** too. It can be done on multiple types of records, there is only one change to find it.

2. When you are on a **Record,** select **Menu**. Look for **Care Network** if you cannot find **Care Network** then look for **Related Items.** Underneath **Related Items** or **Care Network**, select **Involvements.**

3. Within this screen, select **Create New Record** on the toolbar.

4. Under **Role** select the appropriate involvement to the **record**. Under **Involvement Member** choose the relevant **System User** using the **Lookup** function. Include an **Involvement Priority** and **Status** if required. When finished select **Save.**

Version Control

Version	Change	Author	By Date
V1	INITIAL START	SS	13/11/2022
V2	Format changes: - Version Control Remove Version	SS	22/05/2023