

# CRIB SHEET – RECORDING EMPLOYMENT STATUS


All Mental Health and Learning Disability Clients of working age must have an employment status recorded in Swift.

To record the employment status:

- Navigate to Frontsheet for the client.
- Click on Further Details.
- Click on Categories tab.

The following screen will be displayed:

The screenshot shows the 'Categories' tab in the ATRAIN (gdollin) - Swift software. The window title is 'ATRAIN (gdollin) - Swift' and the Oracle logo is visible in the top right. The menu bar includes 'File', 'Edit', 'Navigation', 'Toolbar1', 'Configuration', 'Window', and 'Help'. The toolbar contains icons for print, copy, paste, undo, redo, save, and help. The main content area displays 'Person's Details' for Mrs Olive Grove (74546) 01670 5444444 19 Harpers Lane, Alnwick, Northumberland and 'Key Responsibility' for Gwen Dollin, Alnwick Intake Team - KEY WORKER, Alnwick Intake Team 01670 536. Below this is a tabbed interface with 'F'sheet', 'Adds.', 'Oth Nai', 'R/ships', 'Lang.', 'Hazs.', 'Categ.', and 'P Files'. The 'Categ.' tab is active, showing a table with columns: Client Category, Main, Start Date, End Date, and Notes. The table has several rows with empty input fields. At the bottom of the window, there is a status bar with the text 'Choose the category of the client - list of values available' and 'Record: 1/1'.

- If other categories already exist then press  to record a new one.
- Complete the following fields:

### Client Category

Click on the drop down list and select the appropriate employment status for the client.

*Note: Because Client Category screen is used to record additional information as well as employment status there will be a wide variety of other categories in the drop down list.*

### Start Date

Enter the start date.

### End Date

If you are ending the employment status then enter the end date.

The completed screen may look something like this:

