



Personal Settings

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Introduction to personal settings

Personal settings in Lamplight affect each database operator individually. They control elements of your own system, what you see and how information is displayed.

To access global settings, choose admin from the main menu, then click System Administration and locate the Customise Lamplight box. You may see different options to the ones below, depending on your access level. Click on 'change my personal settings'.

Customise Lamplight

- change global settings
- add or change your organisation logo
- change terms used in Lamplight for en_GB
- change my personal settings**

Anything you change within these settings will only affect you – the changes you make won't appear when another operator logs in.

List data views are a way of selecting specific pieces of information you want to view about people. There are several places in personal settings where you have the option to use data views to customise how you view things in Lamplight.

A few examples of where you can use them in Lamplight are as a header on profiles, to create a summary page on profiles, or to specify the details that you want to see about people on the relationships tab. You will find more details of these and other uses throughout this guide.

If you are not certain how to make group data views (or would like some further information) you can find a guide to data views in section 14.8 of the help manual.

You can access the help manual from any screen in Lamplight when you are logged in by clicking the Help button at the top right of the screen. You can also use this box to search the help manual, as shown below:



There are also videos introducing data views and how to create them in our 'How to' videos collection, which you can find here:

<http://www.lamplightdb.co.uk/training/how-to-videos/>.

Logging in and general settings

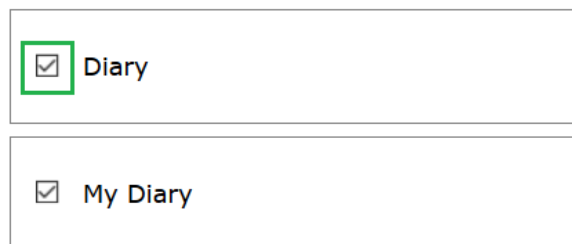
This section allows you to customise general things about your personal Lamplight experience, including what you see on your home screen.

When you make a change to any of these settings you should scroll to the bottom of this screen and click save. You should then refresh your system (F5 on a windows computer, command – R on a Mac) to see the changes take effect.

Home page tabs

Use these checkboxes to choose which tabs you want to see on your Home page.

Home page tabs



Diary

My Diary

You can also left click on a box and drag it to change the order in which it appears. While the order shows as top to bottom in personal settings, it is left to right on your home page.

Template to use on diary items

This can change what basic information you see on your homepage diary. By default you will see the beginning and end time of each record in the diary, and information taken directly from the ‘summary’ box in the work record. You can change this by adding in more information by choosing from the template strings under the box, for example {location}.

Template to use on diary items

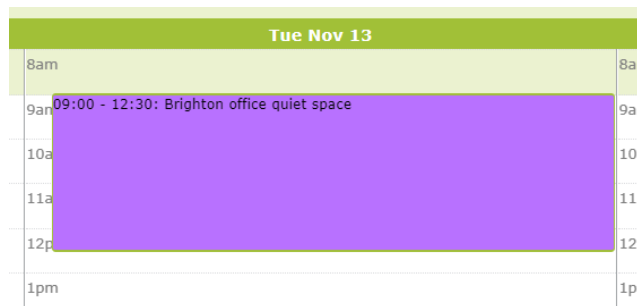
{start_time} - {end_time}

You can use template strings {start_time}, {end_time}, {SUMMARY}, {DESCRIPTION}, {follow_up}, {workarea_text}, {subworkarea_text}, {location}, {case_open}, {date_case_open}, {date_case_closed}, {case_name}, {case_id}, {case_category_1}, {case_category_2}, {case_category_3}, {number_of_files}, {published_title}, {num_users_attending}, and {staff_names}. For the most part you won't need to change this.

Each separate string is shown in {}. If you are adding these to the diary template, you will need to separate each with a colon or dash. So if, as in the example above, you were adding in 'location', the text in your 'Template to use on diary items' box would look like this:

{start_time} - {end_time}: {location}

And when looking at a record in your diary, it would show like this:



If you want this information to show in the diary, you will need to ensure you are recording this information in your work records. For the most part you won't need to change this.

Group/list data view to use on my users home page tab

Use this drop-down list to select a group/list data view you would like to apply on your 'My Users' home page tab (this may be called something slightly different, such as 'my clients', or 'my participants'.) This will customise the information that appears in the table of that tab, so you can choose what data you it would be useful for you to see there.

For example, if you have a data view showing address details, and choose to use that to view your 'my users' table, it would look something like this:

menu	Name	Relationship	Default contact	Notes	Address line 1	Address line 2	Address line 3	Address line 4	Address line 5	Postcode
	Passerini family	My user	Yes			Applesham Avenue	Hangleton	Brighton		BN3 8PX
	Ciaran Taylor	Manager	No			Appledene Corner	Chailey	South Challey	East Sussex	BN8 4AD

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Colour scheme

Use this drop-down list to select a different colour scheme for Lamplight, if you would like. There are a few set colour schemes available to you.

Colour scheme

Lamplight green	▼
Lamplight green	
Ocean blue	

Your colour scheme will not change until you refresh the page.

Use 'sticky titles' that always appear on screen when you scroll down

If you use header bars on your profiles, selecting this option will mean that it stays at the top of the screen as you scroll down, so that you continue to see the information wherever you are on the page.



Show a menu button on tables

Selecting this option makes the menu button on the left of any table visible.

If the option is not ticked, your work table will look like this:

Date	Start time
03/10/2018	15:00
02/10/2018	09:30

If you do tick this option (and save your settings) your work table will now be showing the menu button:

menu	Date	Start time
	03/10/2018	15:00
	02/10/2018	09:30

If you choose not to show the menu button you can still access table menu options by right clicking on the row that you want to edit.

After you have saved changes to this option, refresh your browser for the changes to take effect.

Show case options on context menus

You may use cases in your work – again this could be called something different on your system. If you do use them, when you open the tab it will look something like this:

Contact details | Personal Details | Relationships | Support need | Alerts | Case notes | Tasks | Waiting lists | Referrals | Work records

Select a case

Records not linked to any case - 100 records in total.

Initial contact HvK (case ID: 16) - case open - no records in the case

Counselling work - HvK (case ID: 15) - case closed - 2 records in total






Records not linked to any case

Add new record to case

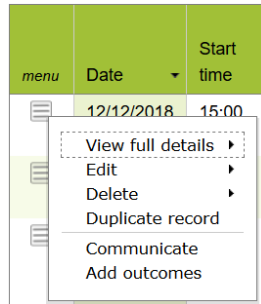
work | outcome | referral | grant | Satisfaction survey | questionnaire

Records:

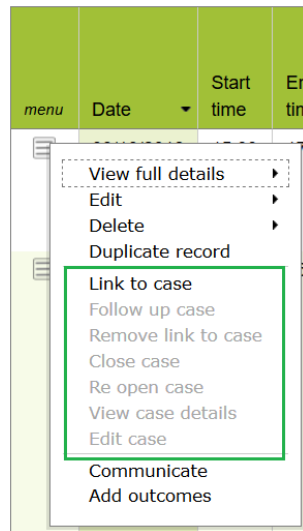
Jump to 1 | << first | page: 1 | 2 | last >> | (1 of 2) | Show 50 per page

menu	Date	Work area	happen.type	Summary
	29/08/2018	Advice drop-in	Outcome	Optimistic about the future: 2.0
	29/08/2018	Advice drop-in	Outcome	Feeling useful: 3.00
	29/08/2018	Advice drop-in	Outcome	Feeling relaxed: 4.00
	29/08/2018	Advice drop-in	Outcome	Dealing with problems well: 5.00
	04/07/2018	Training	Work	Test for tasks

If you do not choose to show case options on context menus, then when you are viewing the menu for a work record your options will look like this:



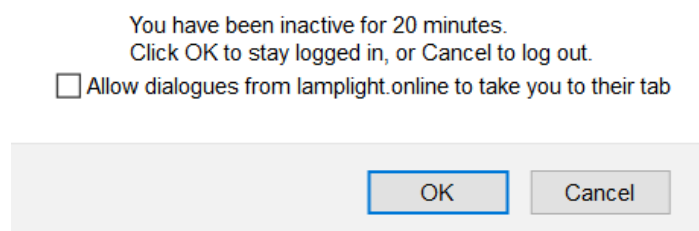
If you select this option your menu will also display options related to cases, as shown below:



Refresh your browser for changes to take effect.

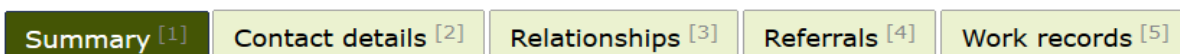
Use a confirm box to warn of timeouts

Lamplight will log you out after 20 minutes of inactivity by default (i.e. not navigating through Lamplight, saving or editing records). This may be longer or shorter on your system. If you choose this option, Lamplight will bring up a warning to let you know when you are about to be logged out, giving you the opportunity to save your work. The pop-up warning box looks like this:



Show keyboard shortcuts

Use this drop-down if you would like to be able to use keyboard shortcuts to navigate around Lamplight. Once you have selected one of these options a number or letters will appear on the tabs you can navigate to: use alt+[option] on the keyboard to navigate to this tab without using the mouse:



Refresh your browser for the changes to take effect.

Use tabs on forms

By default, Lamplight shows forms such as work, referral and outcomes records split into separate tabs. If you untick this box, when you go to enter a new work record, instead of seeing it across a number of tabs it will appear as one long form.

With this box checked your work record appears like this:

New work record

A screenshot of a form titled 'New work record'. At the top, there are three tabs: '1. When and where [1]', '2. Attendance [2]', and '3. Details [3]'. The first tab is active. Below the tabs, the text 'Time and date from' is followed by three dropdown menus showing the values '10', '10', and '14', with a colon and a small 'S' icon to the right.

With the box unchecked there are no tabs at the top:

New work record

When and where

Time and date from: 10 / 15 : 14 September 2018

Time and date to: 11 / 15 : 14 September 2018

Recurrence: none

Workarea:

- Mandatory Training
- Non-Mandatory Training
- Induction
- Qualifications
- Bingo

Locations used:

- Shirley Goode Unit
- Solaris Centre
- Galactica

Show this record on home page diaries?

Attendance

Find Users: search - start typing a name here

Jump to: [] | == first | last == | (0 of 0) | Show: 10 per page

ID	Name	ID	Attendance type	Role	Notes	Testing	Testing	all
No records found.								
			Attended	Service user				
			Update all rows	Update all rows	Update all rows	Update all rows		

Jump to: [] | == first | last == | (0 of 0) | Show: 10 per page

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Number of unknown non-attendance: []

Refresh your browser for any changes to take effect.

This section allows you to customise how information is displayed when you are looking at a profile.

Group/list data view to use as summary tab on profiles

This will add a summary tab to the beginning of a profile. The data view that you choose from the drop-down list will decide what information is displayed here.

Summary	Contact details	Personal Details	Relationships	Suppo
<i>Role :</i>			Client,	
<i>Address line 1 :</i>				
<i>Address line 2 :</i>			Exeter Street	
<i>Address line 3 :</i>			Seven Dials	
<i>Postcode :</i>			BN1 5PE	
<i>Mobile :</i>			07777888444	
<i>Email :</i>			harve@lamplightdb.co.uk	
<i>Allow email :</i>			Yes	
<i>Allow sms :</i>			Yes	
<i>Key worker :</i>			Boyce Benjaminson	
<i>Alerts when visiting or contacting :</i>			None	
<i>Please add a short description of any relevant details :</i>			Has a large dog	

Group/list data view to use in heading on profiles (default)

When you specify a data view from this drop-down list, Lamplight will add a header bar to the top of each profile. This shows the information specified in your chosen data view (in this example role, first name, surname and starting date) underneath the profile name:

Profile for Elsie Hughes

ROLE	User,	FIRST NAME	Elsie	SURNAME	Hughes	STARTING DATE	31/05/2018
------	--------------	------------	--------------	---------	---------------	---------------	-------------------

Group data view to use... (various options)

If you would like to vary the header you see depending on the type of profile you're looking at (staff, service user, volunteer, donor etc.), the different options shown here each relates to a separate profile type. Use the drop-down menu beside each option to choose which group data view (if any) you would like to use for that particular role.

If you have a profile header group data view (above), show empty fields?

This gives you the option to hide fields in header rows when there is no information to show. For example, if your data view includes 'age', this field name will only show in the header bar for profiles where an age has been entered. Where there is no age in the profile the field name will not appear.



Group/list data view to use on relations tab

Choose one of your group data views from the drop-down list to decide what additional information will be displayed on table in the relationships tab in profiles. It's fine not to use any data view, and the relationships table will look like this:

<i>menu</i>	<i>Name</i>	<i>Relationship</i>	<i>Default contact</i>	<i>Notes</i>
	Passerini family	My user	Yes	
	Ciaran Taylor	Manager	No	

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However, specifying a data view to use allows you to add columns to the table:

<i>menu</i>	<i>Name</i>	<i>Relationship</i>	<i>Default contact</i>	<i>Notes</i>	<i>Address line 1</i>	<i>Address line 2</i>	<i>Address line 3</i>	<i>Address line 4</i>	<i>Address line 5</i>	<i>Postcode</i>
	Passerini family	My user	Yes			Applesham Avenue	Hangleton	Brighton		BN3 8PX
	Ciaran Taylor	Manager	No			Appledene Corner	Chailey	South Challey	East Sussex	BN8 4AD

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Which tab to show initially when viewing profiles

Choose from the drop-down list which tab will be displayed first when you open a profile. Note that some tabs will not always be visible on all profiles (especially custom tabs). For example, you may have a 'personal details' tab which is present on your clients' profiles, but not for staff.

Profile tab order

This allows you not only to re-order the tabs you see when you open a profile, but also to decide which ones you do and do not want to see. By default, tabs will initially be unticked and you will see them all. If you want to choose which to see, tick the ones which you would like to be visible. Any which remain unticked will then be hidden – you can always come back to personal settings to edit your choices. A note of caution – if you have specified which tabs you would like to be able to see and then new tabs are added to your system, you will need to come back to this list to tick them or they will remain hidden.

When you have ticked the tabs that you would like to see, you can left click then drag and drop them in the list to change the order. Note that some tabs will not always be visible in all profiles (especially custom fields – see above).

Split tabs in profiles into sections

This option changes the way profile tabs are displayed. By default they will show in one row at the top of a profile (this row may extend over more than one line, depending on the width of your screen). If you choose this option, Lamplight will split them into categories in separate rows:



How would you like outcomes displayed on profiles?

There are 3 different choices of how to view outcomes in the 'outcomes' profile tab.

The radar chart



This option gives you a radar chart which shows you all the outcomes recorded for a set of measures. You can also add new scores to the chart directly, or to a set of drop-down boxes.

Advanced table

Category	Measure	Aug 2016	Nov 2016	Aug 2018	Difference	Add
Confidence	Confidence in a group	6.00	9.00		+3	<input type="text"/>
Confidence	Confidence 1 to 1	8.00	8.00		0	<input type="text"/>
Confidence	Everyday living	6.00	8.00		+2	<input type="text"/>

This table has a column for every time each individual outcome has been measured. You can add another score to a measure in the final column.

Normal table

menu	Date	Work area	Outcome category	Summary	Case ID	Case name	Case open	Files	Staff	Location	Notes
	01/11/2016	Young carers group	Confidence	Confidence in a group: 9.00			No	0	LBr		
	01/11/2016	Young carers group	Confidence	Confidence 1 to 1: 8.00			No	0	LBr		
	01/11/2016	Young carers group	Confidence	Everyday living: 8.00			No	0	LBr		
	01/08/2016	Young carers group	Confidence	Confidence in a group: 6.00			No	0	LBr		
	01/08/2016	Young carers group	Confidence	Confidence 1 to 1: 8.00			No	0	LBr		
	01/08/2016	Young carers group	Confidence	Everyday living: 6.00			No	0	LBr		

Each row of this table shows one time that a measure has been recorded. You can re-order the table by date, category, work area or individual measure, depending on the information you are looking for.

Default values for dates on lists

This section allows you to set the date-range of work and other records that will be displayed in a table view (for example Activity>View>Work). If you don't change this setting then when you run an activities table it automatically shows you records three months in the past to three months in the future. However, you can alter this so that you see more or fewer records on a table. You can also alter some other default options for records here.

Date from type (earliest date) and date from (value)

Use these drop-downs to select how far back you would like to show records by default when you open a records table (for example activity>view>work). You could decide that you would always like to see all records from two years ago or less – so you would choose a 'date from' type of years, and the 'date from' value of -2. The date from value should always be a minus (-), as it is in the past.

<i>How to calculate the 'Date from' in lists of activity records (earliest date)</i>	Years ▾
<i>'Date from' value</i>	-2 ▾

Date to type (earliest date) and date to (value)

As with the 'date from', you can select how far into the future you would like to show records by default in a records table. For example, if you would like to see them for 1 month into the future, choose a 'date to type' of months and a 'date to value' of 1.

Number of minutes between options on date-time dropdowns

This option allows you to specify how precisely you would like to be able to record minutes in work and other records. You can choose to be able to record timings exactly to the minute, if it is important to be specific about the amounts of time taken, in 5 minute chunks (so you would only see the options 5,10,15,20 etc. on the drop-down), then in increasing lengths of time – 10,15,20,30 and 60 minute intervals. If you choose 60 minutes, for example, then you would only be a

able to record the amount of time taken to the nearest hour, and every record would show as starting on the hour.

Always add you to the attendance table on work records?

Selecting this option will automatically add you to the attendance table on any work records you create. Remember this setting is only for your login, so won't affect the work records which other people are entering.

Show staff initials attending work and other records? If so, how many letters of first name/surname to use?

Choosing any of the options from this dropdown will add a column to the end of a work view table called "Staff" which displays the initials of any staff member who is recorded as attending. The options allow you to increase or decrease the number of letters displayed for their first name and surname.

Group data view to use by default when viewing [...] records

When you're viewing a single activity record (work, outcomes or referral, for example) there is an attendance table included. Use this series of dropdowns to specify a group data view which will then be used to determine what information will be included as columns in the attendance table. This can be useful if you want to see addresses and contact details when viewing a work record, for instance.

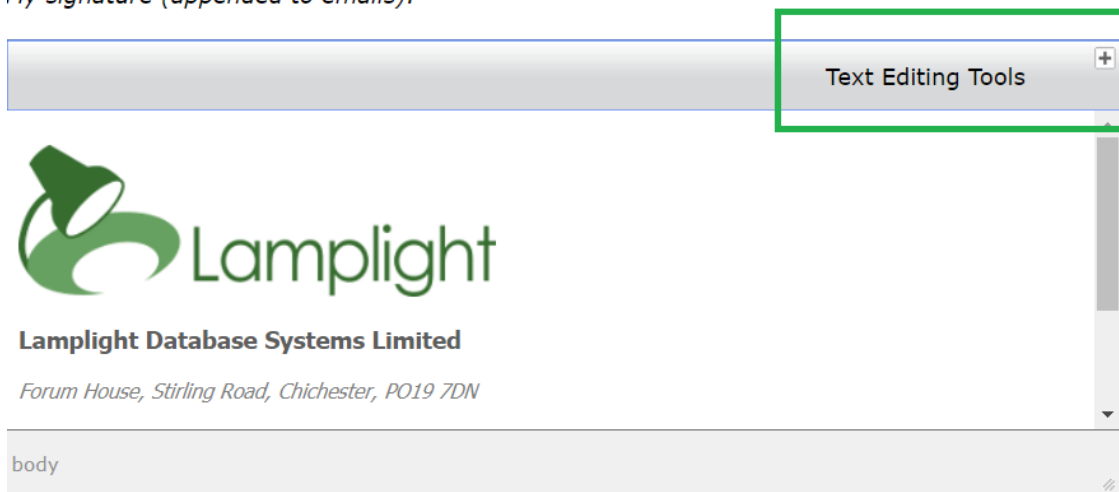
If you are not certain how to make group data views, please the section on page 4 of this manual.

My signature (appended to emails)

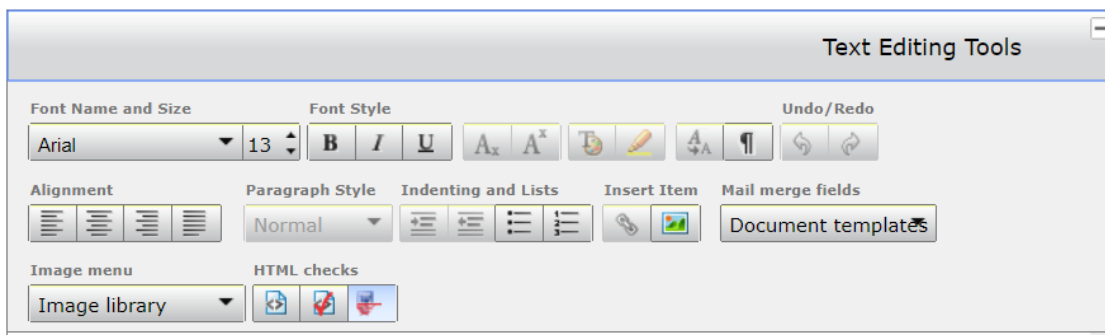
Use this box and the Text Editing Tools to create, edit and save your email signature.

Click the plus sign at the top right of the box to display full editing options, including the ability to add images:

My signature (appended to emails):



My signature (appended to emails):



Once you have clicked Save at the bottom of the page, this signature will be added automatically to emails, letters and SMS text messages sent by you through your Lamplight system.