Client Admission Screen

Updated on February 2018

Home > Client Management (Search Client) > Admission

Business Purpose:

The **Client Management – Admission** page displays a tabular listing of the client's admission history records for bed programs.

How to:

1. For each client admission history record, the intake **Program Name**, **Admission Date**, **Discharged Date**, **Staff**, **Status** and **Actions** are displayed.

2. Other than the **Actions** column on the table, each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the **Admission Date**, the history records are then sorted in ascending order, the record with the oldest admission date first.)

3. The **Actions** column shows whether the admission record is **View** only (non-active/discharged) or can be **Updated** (active), and can be clicked to go to the detailed admission screen.

Important Notes:

1. The total number of records is shown at the bottom of every page.