

Leave With Permission Screen

Updated on February 2018

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Business Purpose:

The **Client Management – Leave With Permission List** page displays a tabular listing of the client's current and/or history of Leave With Permissions (LWP).

How to:

1. A new option named "[Leave with Permission](#)" has been added to the Client Navigator:

Client Management - Summary

Client No.	15874		
Name	Nunley, Ryan	DOB	1960/03/03
		Age	57

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Personal Information

Client No	15874	Active	Yes
First Name	Ryan	Gender	Male
Last Name	Nunley	Date of Birth	1960/03/03
Alias	ttt		
Health and Safety	None found New Health and Safety		

Family

No family member exists.

Bed/Room

Assigned Room:	House
Assigned Bed:	3

2. For each client's LWP record, the LWP **ID**, **Program Name**, **Reason**, **Start date**, **End date**, **Expired Early Date**, **Comments** and **Expire Early Comments** are displayed.

toronto SMIS Shelter: J, Linda User: J, Linda

Home My Tasks Reports Administration Help Logout
Client Program Facility Shelter Head Office

Client Management - Leave With Permission List

Client No. 15874
Name Nunley, Ryan **DOB** 1960/03/03 **Age** 57
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Leave With Permission

4 records found, displaying all records. Record per page 20

ID	Program Name	Reason	Start Date	Scheduled End Date	Expired Early End Date	Comments	Expire Early Comments
1227	Barrett House	Reason 2	2017/10/20 04:00:00 PM	2017/10/22 06:00:09 AM		Visit Family out of town	
1199	Barrett House	Reason 3	2017/10/16 02:56:21 PM	2017/10/19 02:56:21 PM		Test LWP03	
1198	Barrett House	Reason 2	2017/10/16 02:55:27 PM	2017/10/17 02:55:27 PM	2017/10/16 02:56:16 PM	Test LWP02	test02 expired early!
1197	Barrett House	Reason 1	2017/10/16 02:52:17 PM	2017/10/18 02:52:17 PM	2017/10/16 02:55:23 PM	Testing LWP01	Returned Early....

4 records found, displaying all records.

[New Leave With Permission](#)

- Each of the column headings can be clicked to sort the records (For example, when you click on the **Start date**, the LWP records will be sorted in either ascending or descending order)
- Clicking on the LWP **ID** will drill down into that individual LWP's detail screen.
- A new Leave With Permission can also be started by clicking on the [New Leave With Permission](#) action button.

Important Notes:

- At any time, there can only be ONE active LWP record per client member.
- The total number of records is shown at the top and bottom of every page.