Client Attachment History Log Screen

Updated on October 2023
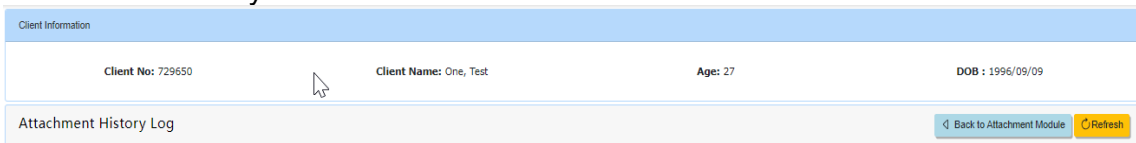
Home > Client Management (Search Client) > Attachment > View History log

Business Purpose:

The **Attachment history log** page displays a record of all changes that were made to any of the editable fields in this module, including changes that were made either by you or other users at your program. The History Log will only display any changes that were made within the last year (365 days). As such, changes made 366 days or older will not display in this Log.

How to:

1. Click on View History log button – it will take the user to the Attachment History Log view.
2. **Client Information** tab: Client No, Client Name: Age, DOB
3. Click on Back to attachment Module button – it will take the user to the **Documents in Client File** view
4. Click on Refresh button – it will refresh the Attachment History Log view with new attachment history records.

5. Click on the **Search Record List** drop-down list - select an option that specifies how many rows will be displayed on the page. **Total Number of changes** will show how many records is available.

6. **File Name, Old Value, New Value, Date Of Change, Changed by User, Changed By Program** columns headings are clickable column headers that will sort in ascending and descending order based on the column header.

Field Name	Old Value	New Value	Date Of Change	Changed By User	Changed By Program
CaptureTest1.PNG - Expiry Date		10/18/2023	2023/10/10 16:27:59 PM	Smith, Laura	545 Lakeshore Blvd. W. Women
CaptureTest1.PNG - Program	Agincourt Community Services Association Streets to Homes Outreach	545 Lakeshore Blvd. W. Women	2023/10/10 16:27:59 PM	Smith, Laura	545 Lakeshore Blvd. W. Women
CaptureTest1.PNG - File Type	Canadian Citizenship Card	Alberta Health Card	2023/10/10 16:27:59 PM	Smith, Laura	545 Lakeshore Blvd. W. Women
CaptureTest1.PNG - File Actions	Archive	Active	2023/10/10 14:28:02 PM	Smith, Laura	545 Lakeshore Blvd. W. Women
CaptureTest1.PNG - Program	545 Lakeshore Blvd. W. Women	545 Lakeshore Blvd. W. Mens	2023/10/10 14:27:22 PM	Smith, Laura	545 Lakeshore Blvd. W. Mens
CaptureTest1.PNG - File Actions	Archive	Active	2023/10/10 11:59:08 AM	Smith, Laura	545 Lakeshore Blvd. W. Women

Important Notes: