toronto SMIS
Shelter Management
Information System

TORONTO

Client Consent Screen

Updated on October 2023

Home > Client Management (Search Client) > Consent

Business Purpose:

The **Client Management – Consent** page displays a tabular listing of the client's consent history records for both service and bed programs.

How to:

1. On the Client Management – Consent page there are two links:
   Back to Client Search – a button, takes the user to the Search – Client Management page.
   New Consent – a button, takes the user to the Consent view to complete the consent form.

2. The user can also choose the number of records to be displayed per page from a dropdown between 20 and 1000 records.

3. For each client consent history record, the **Staff**, **Signed Date**, **Start Date**, **End Date**, **Status** and **Actions** are displayed.

4. All 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 **Signed date**, the history records are then sorted in ascending order, the record with the oldest signature date will appear first.)

5. Clicking on the View **Actions** button will drill down into that individual consent detail screen in read only mode.

6. Clicking on the Withdraw **Actions** button will trigger a warning pop-up asking if you wish to withdraw this consent? If acknowledged, the consent and its **Status** will be set to withdrawn and becomes view only afterwards.

7. A new consent can also be started by clicking on the New Consent action button.

Important Notes:

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

2. The Signed Date is the date the consent was signed.

3. The Start Date is the begin date of the consent.
4. The End Date is the date the consent expires or withdrawn.
5. A consent can have a **Status** of active, expired or withdrawn.