



Client Housing Record History Log Screen

Updated on October 2023

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Business Purpose:

The **Housing Record History Log** screen for this module 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. By clicking the view History button, the user will be taken to the screen for a **Housing program selection**.
- 2. Clicking the Back to Housing Rec button takes the user to the housing client file screen.
- 3. Clicking the Refresh button will update the screen with a new bed or service program records.
- 4. The user can also choose the number of records to be displayed per page from a Search Record List dropdown between 12 to **All** rows.
- 5. For each housing program history record, the following columns are displayed: Field Name, Old Value, New Value, Date Of Change, Changed By User and Changed By Program.
- 6. Each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading.
- 7. The page number displays at the bottom of the pages. Clicking the page arrows takes the user to the next or previous page.





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older will not display in this Log. Search Record List		\$	✿ Total Number of Changes	
Old Value	New Value	Date Of Change	Changed By User	Changed By Program
	1925	2023/12/06 08:59:38 AM	Smith, Laura	545 Lakeshore Blvd. V Women
	Access Point	2023/12/06 08:59:39 AM	Smith, Laura	545 Lakeshore Blvd. V Women
	Centralized Access to Residential Services	2023/12/06 08:59:39 AM	Smith, Laura	545 Lakeshore Blvd. V Women
	Access to Housing	2023/12/06 08:59:39 AM	Smith, Laura	545 Lakeshore Blvd. V Women
	dule displays a record of program. The History L Log. Old Value	y Log Program Name: 545 tf dule displays a record of all changes that were made to a program. The History Log will only display any changes that be program. The History display any changes that be program. The History displa	Y Log Program Name: 545 Lakeshore Blvd. W. Women dule displays a record of all changes that were made to any of the editable fields in the program. The History Log will only display any changes that were made within the last it op. Show 12 Rows (default) Show 12 Rows (default) • Date Of Change 1925 2023/12/06 08:59:38 Am Am Centralized Access to Residential Services Am Am Am	y Log Program Name: 545 Lakeshore Blvd. W. Women dule displays a record of all changes that were made to any of the editable fields in this module, including change program. The History Log will only display any changes that were made within the last year (365 days). As such, to year in the second of all change by the second of all changes that were made within the last year (365 days). As such, to year in the second of all change by the second of all changes that were made within the last year (365 days). As such, to year is the second of all changes that were made within the last year (365 days). As such, to year is the second of all change by the second of all changes that were made within the last year (365 days). As such, to year is the second of all changes that were made within the last year (365 days). As such, to year is the second of all changes that were made within the last year (365 days). As such, to year is the second of all changes that were made within the last year (365 days). As such, to year is the second of all changes that were made within the last year (365 days). As such, to year is the second of all changes that were made within the last year (365 days). As such, to year is the second of all changes that were made within the last year (365 days). As such, taura Old Value • New Value • Date Of Change • Changed By User • 1925 • Show 12 Rows (default) • Pate Of Change • Access Point • Access Point • Centralized Access to Residential Services Am * Centralized Access to Access to Housing Acc

Important Notes:

1. The total number of records is shown at the right top the page.