
Client Housing Record History Log Screen

Updated on October 2023

[Home](#) > [Client Management \(Search Client\)](#) > [Housing Record History Log](#)

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  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.

Housing Record History Log Program Name: 545 Lakeshore Blvd. W. Women

[Back to Housing Rec](#)
[Refresh](#)

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Show 12 Rows (default)
Total Number of Changes 4

Field Name	Old Value	New Value	Date Of Change	Changed By User	Changed By Program
Housing Record ID		1925	2023/12/06 08:59:38 AM	Smith, Laura	545 Lakeshore Blvd. W. Women
App Name		Access Point	2023/12/06 08:59:39 AM	Smith, Laura	545 Lakeshore Blvd. W. Women
App Name		Centralized Access to Residential Services	2023/12/06 08:59:39 AM	Smith, Laura	545 Lakeshore Blvd. W. Women
App Name		Access to Housing	2023/12/06 08:59:39 AM	Smith, Laura	545 Lakeshore Blvd. W. Women

[«](#)
[<](#)
1
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Important Notes:

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