
Client Housing Screen

Updated on October 2023

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Business Purpose:

The **Housing in Client File** screen displays a tabular list of the client's housing file history records for a specific program.

How to:

1. Clicking the [Back to Client Search](#) button will take the user to the [Client Management – Search](#) screen.
2. Clicking the [New Housing](#) button will take the user to a new program selection screen.
3. Clicking the [Refresh](#) button will update the screen with a new housing file record.
4. For each housing file history record, the following columns are displayed: [Program Name](#), [Created On](#), [Created By](#) and [Actions](#).
5. Other than the [Actions](#) column on the table, each of the 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 [Created On](#), the history records are then sorted in ascending order, the record with the oldest created date first.)
6. Clicking the [Update](#) button will take the user to the detailed housing file screen.

Client Information

Client No: 729673
Client Name: Gin, Anna
Age: 27
DOB : 1996/09/09

Housing in Client File

← Back to Client Search
🏠 New Housing
↻ Refresh

Total Count 2

▲ Program Name	↕ Created On	↕ Created By	Actions
545 Lakeshore Blvd. W. Women	2023/10/18 13:27:52 PM	Smith, Laura	✎ Update
Birkdale Residence - Bedded Program	2023/10/18 11:53:08 AM	Smith, Laura	✎ Update

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Important Notes:

1. The total number of records is shown close to the top right corner in the orange box on the Housing in Client File page.