Client End of Service screen

Updated on October 2023

Home > Client Management (Search Client) > End of Service

Business Purpose:

The **Client Management – End of Service** page displays a tabular list of the End of Service history records for some of the service programs.

How to:

1. On the Client Management – End of Service page there are two buttons: Back to Client Search and Export to Excel**.**

2. For each end of service history record, the **Program Name**, **Intake Date**, **Service End Date**, **Service End By**, **Update By**, **Status** and **Actions** are displayed.

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

4. Clicking on the End Service **Actions** link will drill down into that individual End of Service Edit detail screen.

5. The **Status** will be set to **inactive,** and **Actions** will have View and Update links.

6. Clicking on the View **Actions** link will drill down into the Client Management – End of Service Edit detail screen in read only mode.

7. Clicking on the Update **Actions** link will drill down the Client Management – End of Service Edit detail screen where the user can make changes.

Important Notes:

1. The total number of records is shown at the bottom of Client Management – End of Service page.

2. The **Intake Date** is the date the user signed for the program.

3. The **Service End Date** is the end date of the service.

4. The **Status** can be active or inactive.