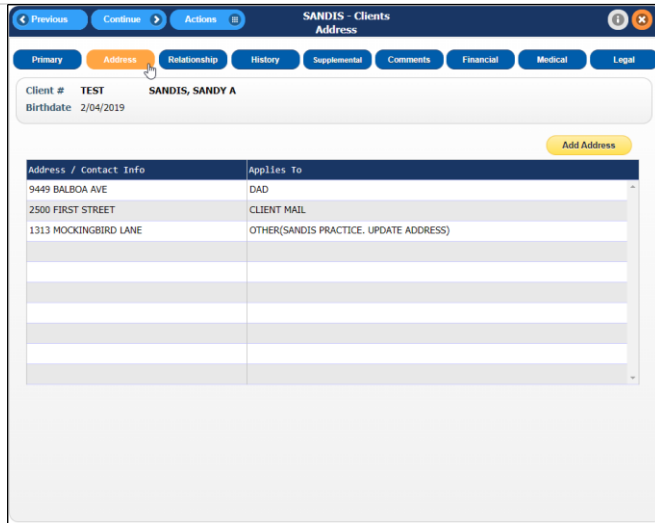


Address Change History

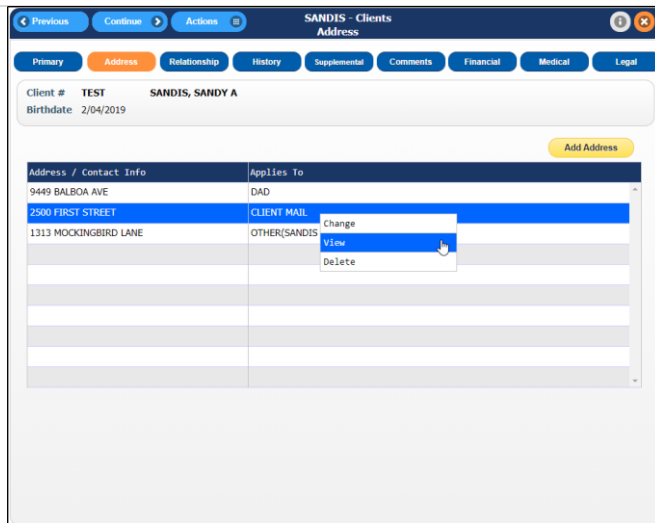
The **Address Change History** program provides the ability to track changes made to a client's addresses and record which user code made those changes.

To access the **Address Change History**, enter the **Address** screen in the individual's record.

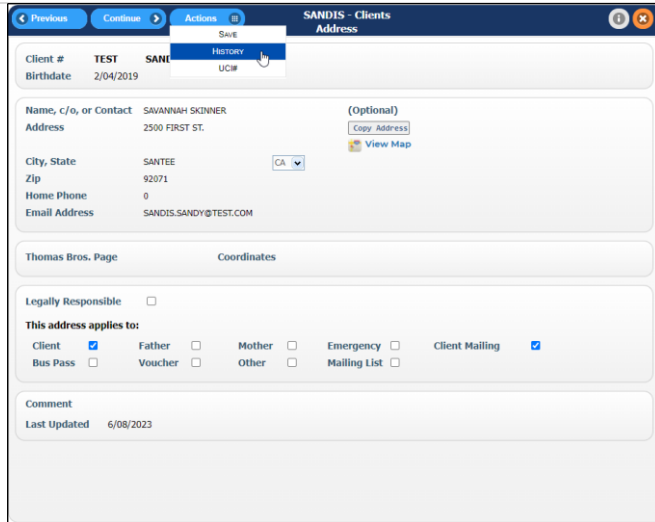


Right-click on the desired address to either **Change** or **View** the information.

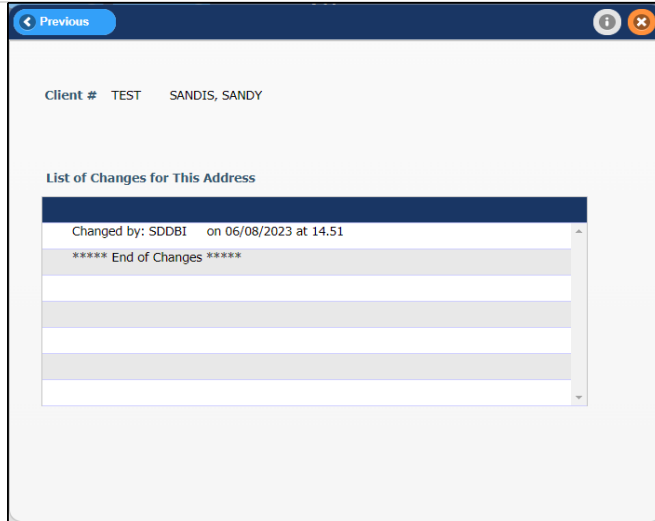
Users can double-click to access the address record in **View**-only mode.



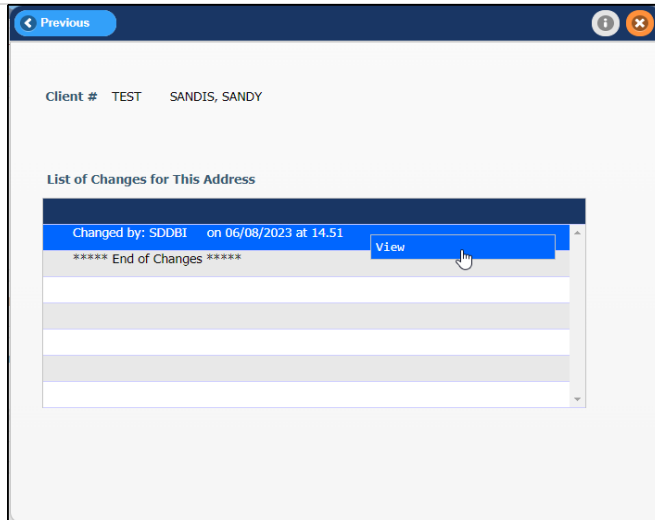
In the address record, hover over the **Actions** button and select **History**.



Upon selecting **History**, a screen with the list of changes for the selected address will display, providing details of which user made a change and the date/time that the changes were made.



To view details of the change, double-click on the desired entry or right-click and select **View**.



Once selected, the screen will advance to the change history details of the entry.

The screen will display what the address record was prior to the changes that were made.

Client#: TEST SANDY SANDIS
Changed By: SDDBI On: 06/08/2023 At: 14.51

Address Record Before Changes:

Name, c/o, or Contact: SAVANNAH SKINNER
Address: 2500 FIRST STREET

City, State: SANTEE CA Zip: 92071
Phone:
Email Address: SANDIS.SANDY@TEST.COM

Legally Responsible:

This address applies to:

Client	Father	Mother	Emergency	Mailing	Bus	Pass	Voucher	Other	Mail
X				X					

Comment

To exit the change history details screen, click on the exit button (✕) or click on the Previous button.

Client#: TEST SANDY SANDIS
Changed By: SDDBI On: 06/08/2023 At: 14.51

Address Record Before Changes:

Name, c/o, or Contact: SAVANNAH SKINNER
Address: 2500 FIRST STREET

City, State: SANTEE CA Zip: 92071
Phone:
Email Address: SANDIS.SANDY@TEST.COM

Legally Responsible:

This address applies to:

Client	Father	Mother	Emergency	Mailing	Bus	Pass	Voucher	Other	Mail
X				X					

Comment

Once the Change History Details screen has been exited, the user will return to the Address Change History screen, where another entry can be viewed.

To completely exit out of the program and return to the address record, click on the exit button (✕) or click on the Previous button.

Client # TEST SANDIS, SANDY

List of Changes for This Address

Changed by: SDDBI on 06/08/2023 at 14.51
***** End of Changes *****