## Recent: Subfolder

The "Recent" subfolder is a quick way to access any of the last 5 clients profiles accessed by the user in the system.

## Steps to Navigate to the "Recent" Subfolder Menu

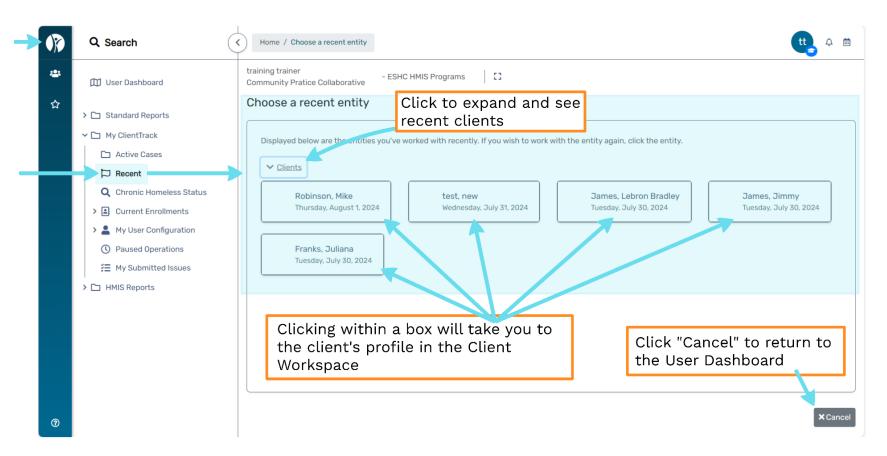
**Step 1:** Navigate to the Home Workspace\*.

\*To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the "HMIS Basic User 2025 Manual".

**Step 2:** Select the "My ClientTrack" folder secondary sidebar\* menu option. A dropdown menu will appear under the "My ClientTrack" folder.

\* For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the "HMIS Basic User 2025 Manual".

**Step 3:** Select the "Recent" secondary sidebar menu option. ClientTrack will navigate to the "Choose a recent entity" workspace container.



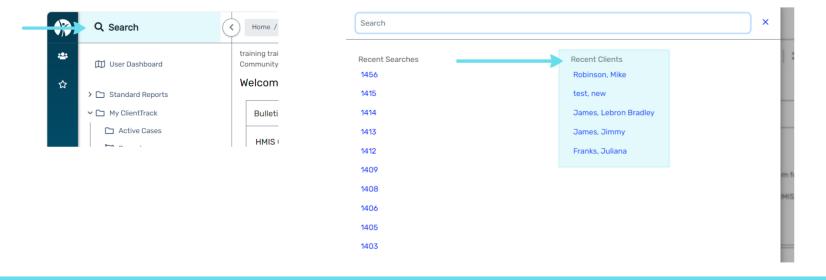
Recent Clients

## Tips and Tricks - Recent Clients in "Quick Search"



Did you know?

- Your 5 most recent clients "Recent subfolder" can also be found in the "Quick Search" window's call-out bar.



Tips and Tricks – Recent Clients