

Alias History: Subfolder

The “Alias History” is a convenient way to catalog and keep track of any additional client names.

Steps to Navigate to the “Alias History” Subfolder Menu

Step 1: Select the appropriate client profile via Quick Search*, Find Client: Folder**, or through selecting a client profile through other methods available through ClientTrack. By selecting a client profile, ClientTrack will navigate to the “Client Workspace”***

** For instructions on how to perform a Quick Search, see Chapter 2: Navigating in ClientTrack/General Navigation/Home Screen/Quick Search in the “HMIS Basic User 2025 Manual”.*

*** For instructions on how to perform a Find Client search, see Chapter 4: Client Workspace: Menu options, Folders, and Subfolders/Find Client: Folder/Search for Clients Using “Find Client” in the “HMIS Basic User 2025 Manual”.*

**** 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 “Edit Client” secondary sidebar* menu option. ClientTrack will navigate to the “Client Information” workspace container, and a dropdown menu will appear under the “Edit Client” 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 “Alias History” subfolder from the dropdown on the secondary sidebar menu option. ClientTrack will navigate to the “Alias History” workspace container.

Steps to Add/Edit an Alias in the “Alias History” Subfolder Menu

Step 1: To view/edit/delete – Click on the edit icon next to the alias you’d like to view/edit/delete. To add a new alias – click the “Add New Alias” button at the top right side of the screen.

The screenshot shows the 'Alias History' subfolder menu. The left sidebar contains a list of options, with 'Alias History' highlighted. The main content area displays a table with two alias entries for 'Lebron James'. A blue arrow points to the edit icon next to the first entry, labeled 'Edit'. Another blue arrow points to the '+ Add New Alias' button, labeled 'Add a new alias'.

Client Information:

- Lebron James
- 624
- 4/4/1994
- 904-555-8458

Alias History

The client's aliases displays below. A client may use more than one name for identification and this alias history allows you to track multiple names. Any changes to the client's name will automatically be reflected here.

[+ Add New Alias](#)

2 results found.

	First Name	Last Name	Alias Type	Date
	Lebrons	James	Alias Name	05/14/2024 7:10AM
	Lebron	James	Alias Name	12/06/2018 8:41AM

[Cancel](#)

Editing and/or Adding New Alias

Step 2: Complete the form as applicable. Required elements are marked with a (*).

The screenshot shows the ClientTrack interface. On the left is a sidebar with navigation links: Client, Take, Files, Client Check, Dashboard, Client, Alias History, Client Photo, Related Others, Managers, Locations, and History. The top navigation bar shows 'Clients / Alias History / Alias'. The main content area displays the 'Alias' form for 'Lebron James 624'. The form includes a header with the client's name, ID, date of birth (4/4/1994), and phone number (904-555-8458). Below this, the form title 'Alias' is followed by a large text box containing the instruction: 'Select an alias type. Type the new name information for the alias. Click Save.' The form fields are: 'Alias Type:' with a dropdown menu showing '-- SELECT --', 'Last Name:', 'First Name:', 'Middle Name:', and 'Suffix:', each with a corresponding text input field.

Client: Lebron James 624, 4/4/1994, 904-555-8458

Alias

Select an alias type. Type the new name information for the alias. Click **Save**.

Alias Type: * -- SELECT --

Last Name:

First Name:

Middle Name:

Suffix:

Editing and/or Adding New Alias Form

Step 3: Click “Save” to save any changes. Click “Cancel” to not save changes. ClientTrack will navigate back to the “Alias History” page.