Members – Last Viewed

There is a Last Viewed button on the Member Search and the Members screen that you can use to recall the last member you were working with.

Top right of the Member Search screen



Top right of the Members screen



When you click the Last Viewed button you will see a list of the last 10 members that you have viewed

Click on any of the names to go back to that record. The system will store the last 10 members that were viewed for each user.



NOTE: If a member that was recently viewed has since been deleted, they will still show on the list but will be greyed out so you will not be able to select their name.