

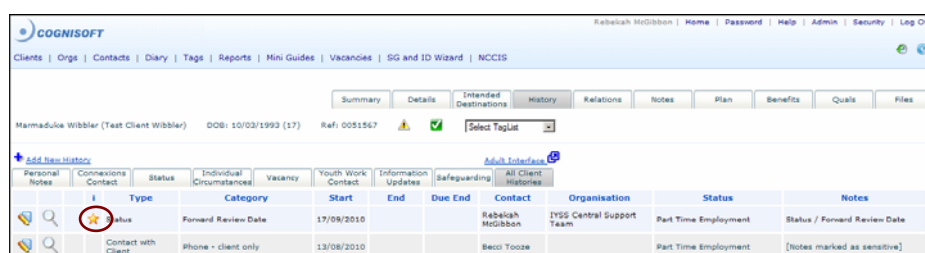
# Marking a History Record As Important

## Why would you mark a History As Important?

In *Insight* there is the facility to mark a *History* record as *Important*. It is a way of drawing people's attention to one or more particular record /s out of all the many *History* records that appear on a client's *History Summary Page*. This could be anything that you, as a professional, think is of importance for someone to pick out quickly and see. An example of this could be a *Safeguarding History*, a change in *Status* or perhaps a withdrawal of *Consent to be Contacted*.

## How will I know what an Important History looks like?

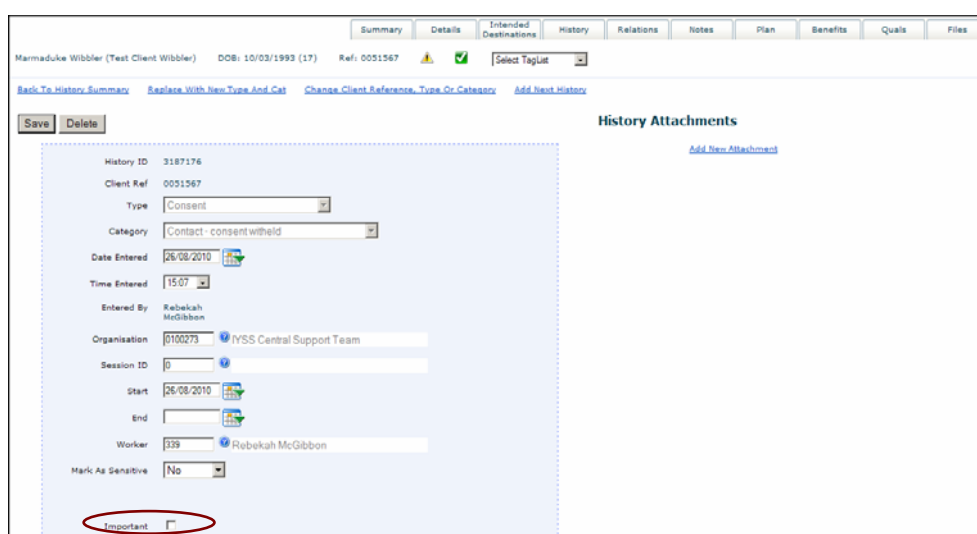
*Important Histories* are marked with a star on the *History Summary* page which distinguishes them from the other *Histories* on the page.



Personal Notes	Type	Category	Start	End	Due End	Contact	Organisation	Status	Notes
★	Status	Forward Review Date	17/09/2010			Rebekah McGibbon	IYSS Central Support Team	Part Time Employment	Status / Forward Review Date
	Contact with Client	Phone - client only	13/08/2010			Becci Tooze		Part Time Employment	[Notes marked as sensitive]

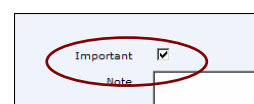
## How Do I Mark a History As Important?

Having clicked on the *Add New History* link and having selected the *Type* and *Category* of the *History* that you want to record, you should get the following screen:



History ID: 3187176  
 Client Ref: 0051567  
 Type: Consent  
 Category: Contact - consent withheld  
 Date Entered: 26/08/2010  
 Time Entered: 15:07  
 Entered By: Rebekah McGibbon  
 Organisation: 0100273 IYSS Central Support Team  
 Session ID: 0  
 Start: 26/08/2010  
 End:  
 Worker: 339 Rebekah McGibbon  
 Mark As Sensitive: No  
 Important:

Just above the *Notes* box, you will see a small tick box next to the word *Important*. Place in tick in this box and then continue to write



Important:   
 Note

