


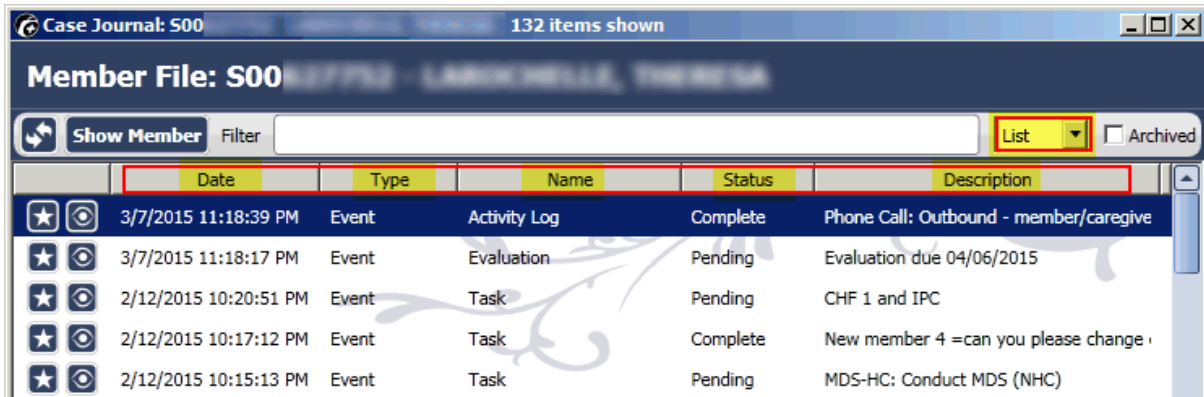


### Member Journal - Group View

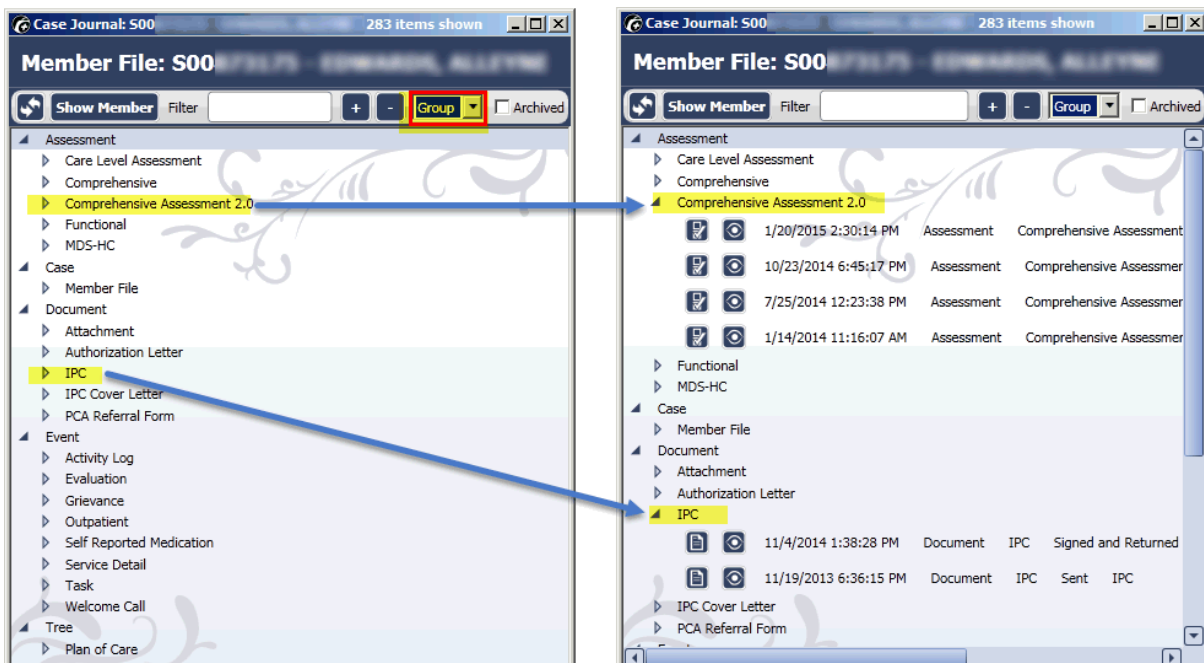
If the **Journal** icon  is selected while in a member's file, a summary screen will appear of everything that has happened in that member's record since they were first imported into CaseTrakker. This is where you would go to search for anything that has ever been documented in CaseTrakker for a member. This includes all Tasks, Activity Logs, Outpatient Events, Assessments, Attached Documents, etc.


Unlike the **My Work** tab which only displays items due within the next 60 days, the **Member Journal will display all items**, including those due more than 60 days out.

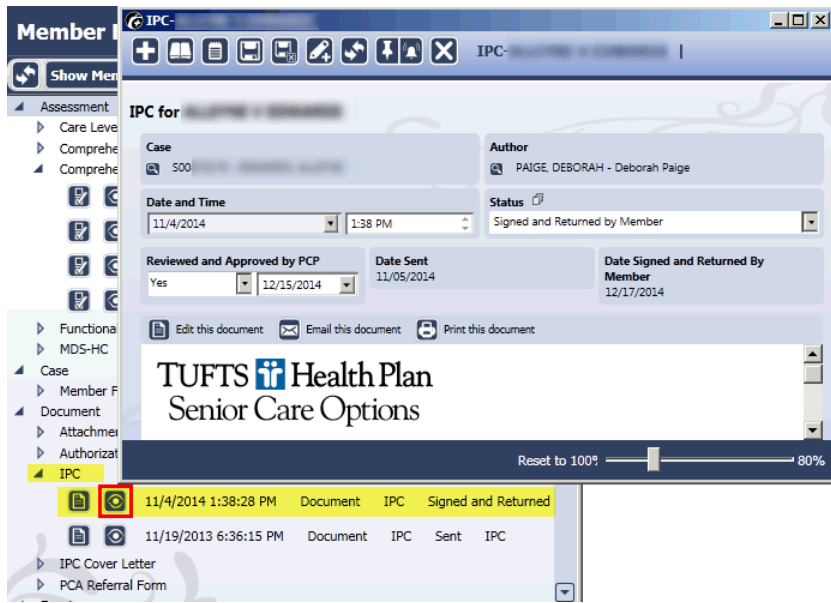
The default view of the member journal is the **List** view, which lists all entries as line items that can then be sorted by column header.



In some situations, selecting the **Group** view from the dropdown may be an easier way to display different types of items all in place since this view groups everything by category. Clicking on the triangle to the left of a category title will reveal its specific category items. For example, below we are able to view the creation dates of all 2.0 Comprehensive Assessments and IPC Letters for this member.



We can take it a step further and open any of these items by clicking on its corresponding **Eye** icon  .  
As you can see below, the IPC Document screen is displayed after clicking on the **Eye** icon for the 11/4/2014 entry:



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