



Internal Ref:	NELC-HILL-001
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Version No.	V01.00

## Liquidlogic – History

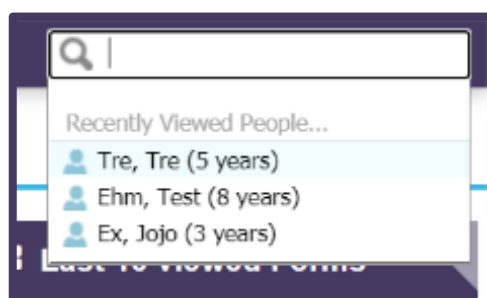
BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-HILL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

## History

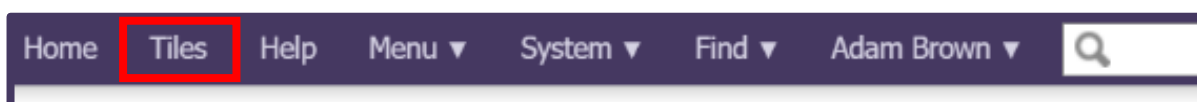
To view your recent history, you can click on the white box next to the magnifying glass on the top right-hand side of your screen.



When you click in here, your recently accessed records will be displayed. Please note that these are only retained in the system for the day. If you accessed some records on a Monday and then clicked into the white box on a Tuesday, the records you accessed the day before will not be present.

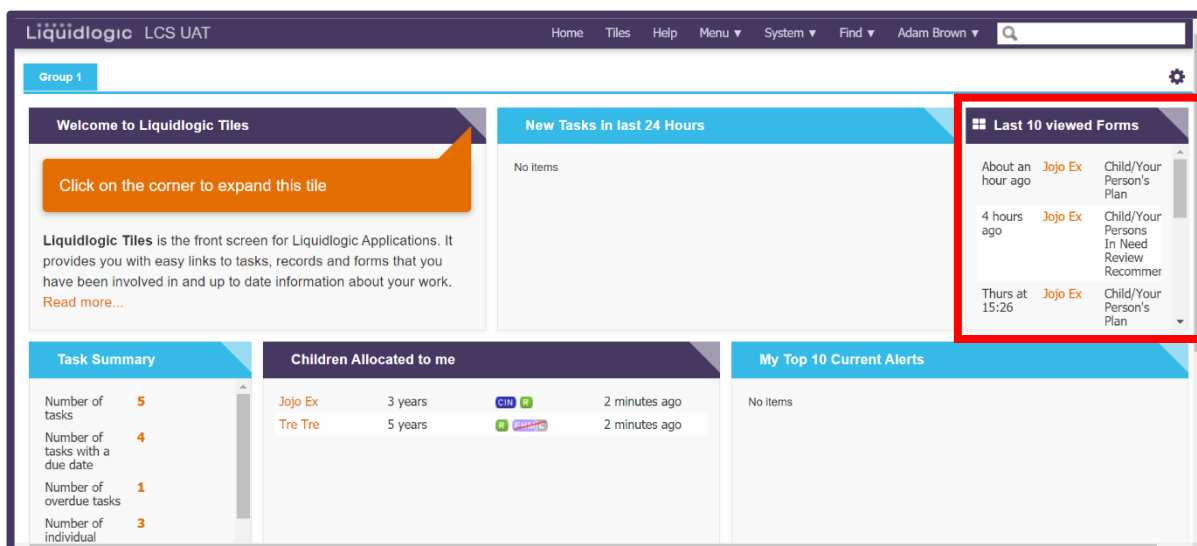


Another way that you can see what you have previously accessed is by viewing your tiles. Click on the **Tiles** link.

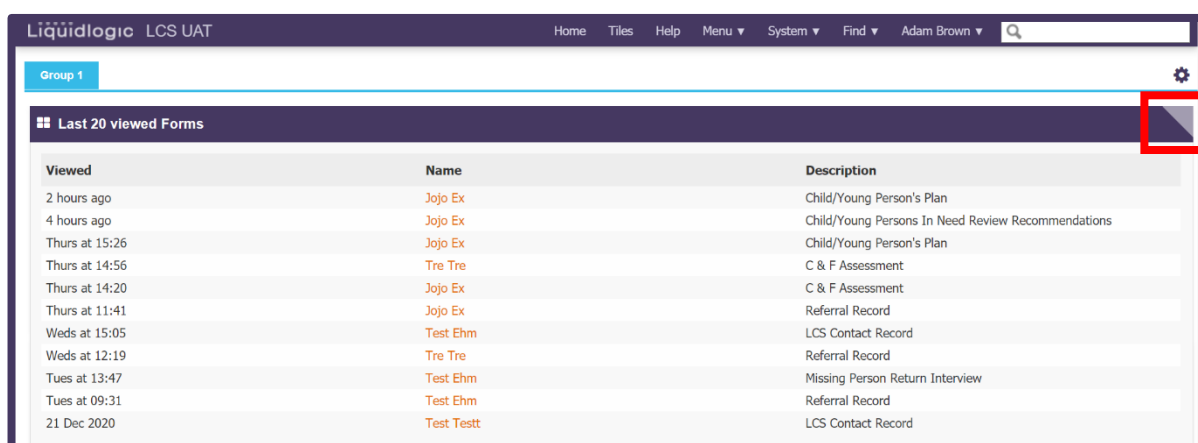
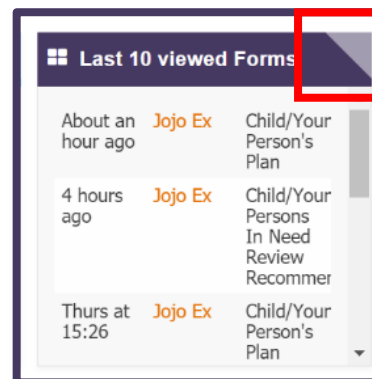


If you have not configured your tiles, the default view will be shown.

You should see the **Last 10 viewed Forms** tile.



If you click on the triangle in the top right-hand side of this tile, it will expand to the last 20 viewed forms.



Click back on the triangle to leave expanded view and return to your tiles screen.

If your tiles view does not contain the tile we have just looked at, you can add it by clicking on the cog and then selecting it from the drop-down menu. Find the tile you want to add and then click on the + icon. Clicking on the ✓ icon will add the tile.

