ACCESSING THE LAST RECORD

Did you know that you can bring up the last record you displayed in a Colleague session by using the “at” sign (@)? This is very helpful if you’re working on a particular person’s information in one screen then you need to access that same person’s information in another screen. At the lookup prompt, simply type @ and that person’s record will be available. This will work in most cases in Colleague.

For example, bring up ID 0397690 in the NAE screen:

To bring up ID 0397690 again in the BIO screen, type @ in Person Lookup and click on OK:

And there you go: