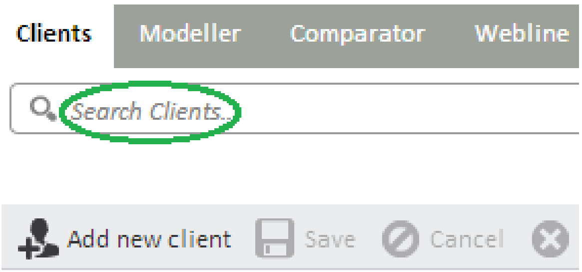
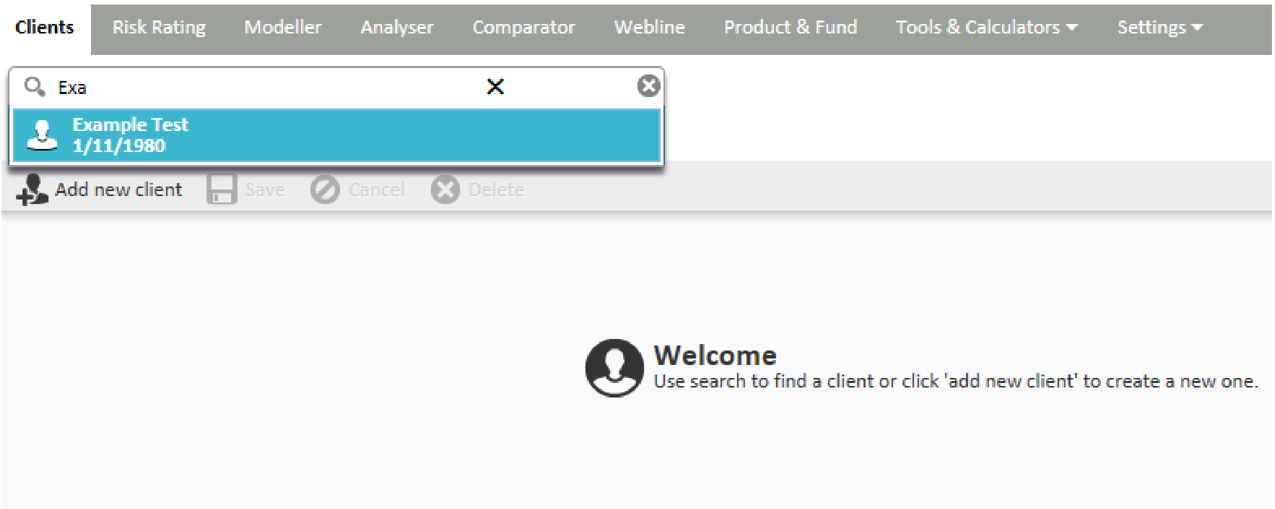
Finding an Existing Client

Last Modified on 23/11/2017 11:08 am GMT

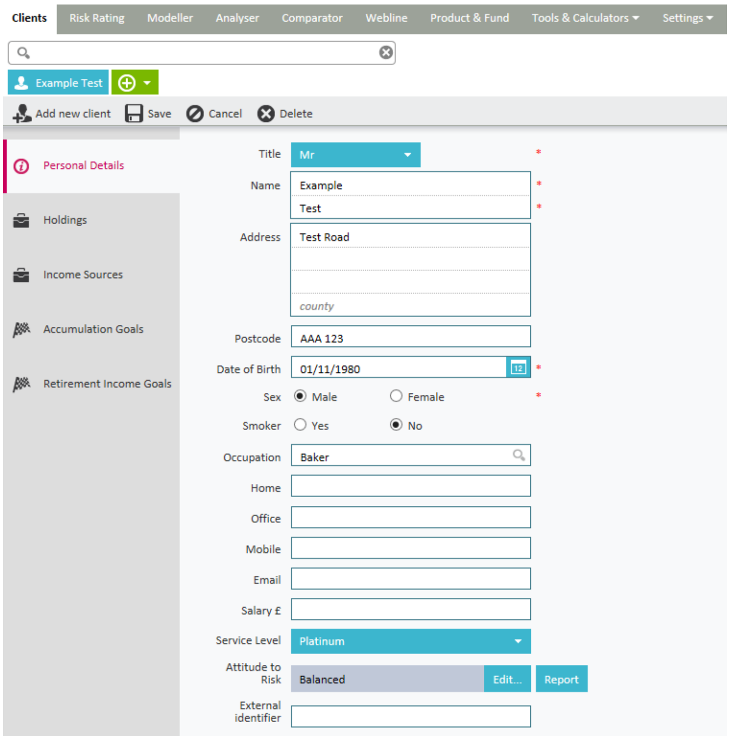
If a client has already been saved in Modeller, they can be retrieved using the **Search Clients** field below the main tabs bar.



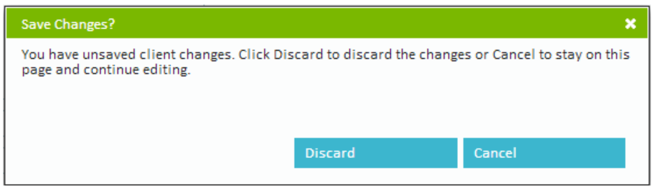
Start by typing in the forename or surname of the client who needs to be found:



The clients that match your search will be displayed in a drop down list. Simply select the relevant client and you will be taken to their client details screen where you can view previously recorded goals and create new goals:



If you are in an existing client screen and wish to search for a new client you will be presented with the following message:



Select either to Discard or Cancel to carry on.