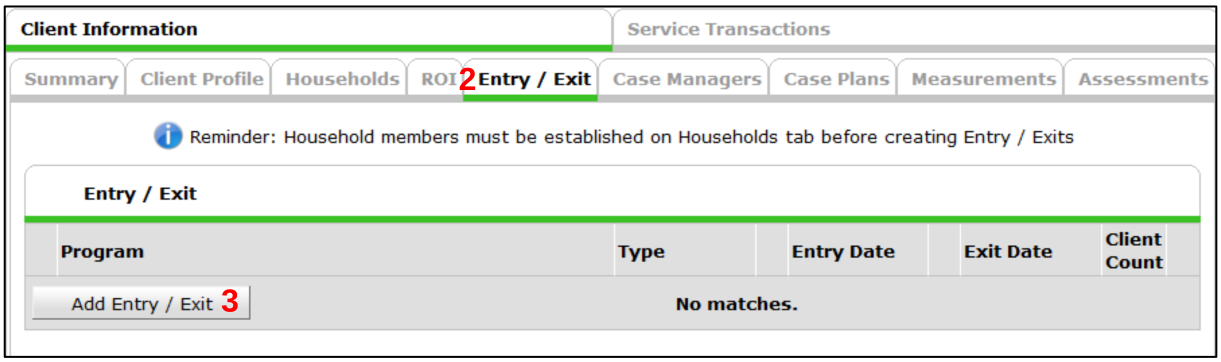
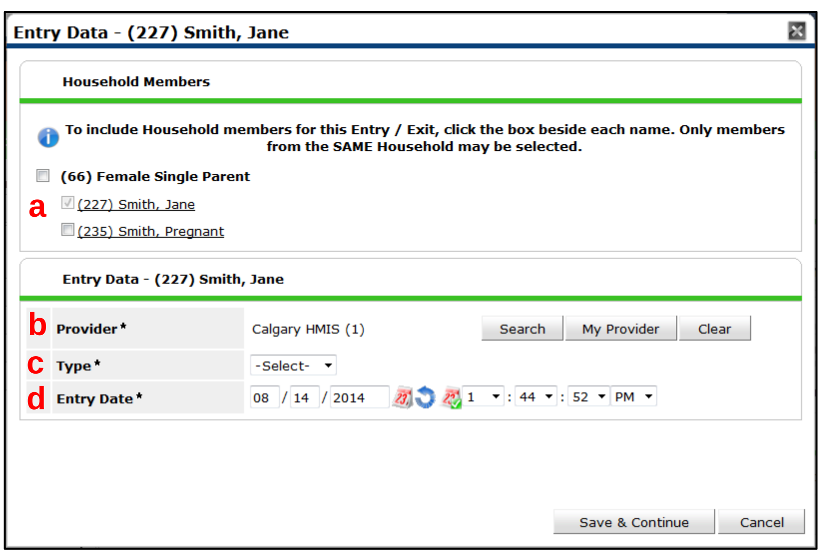
How to Create a Client Entry into Your Program

To record a client's participation in your program, click on the Entry/Exit tab. This step can also be referred to as intake, enrollment, participation, etc.

1. Open the Client profile
2. Click the Entry/Exit tab
3. Click Add Entry/Exit



4. On the next window fill in the details:
   a. **Household Members**: Check the boxes of the members' which are also entering the program
   b. **Provider**: Confirm the provider is accurate
   c. **Type:** choose Standard
   d. **Entry Date:** The date they have entered into your program



5. Click Save & Continue

*You may have an **Assessment** pop-up that will appear after pressing '**Save and Continue**' on the **Entry/Exit** tab. Please ensure you answer all questions.*