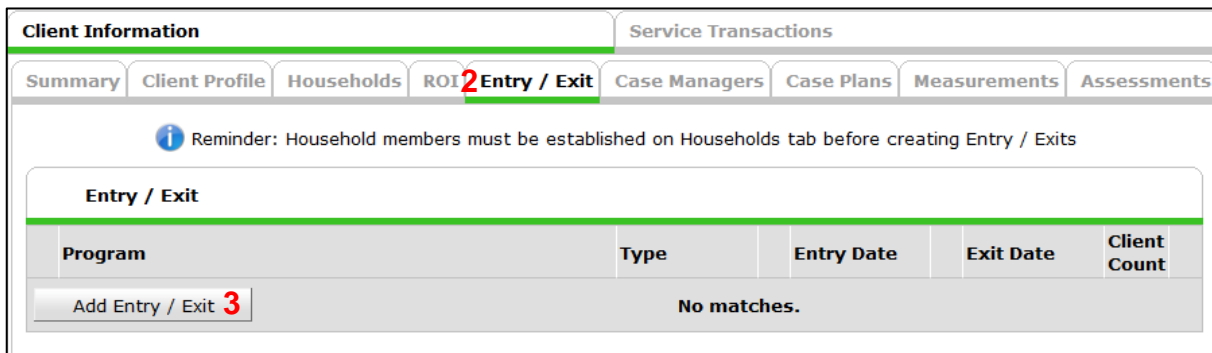


How to Create a Client Entry into Your Program

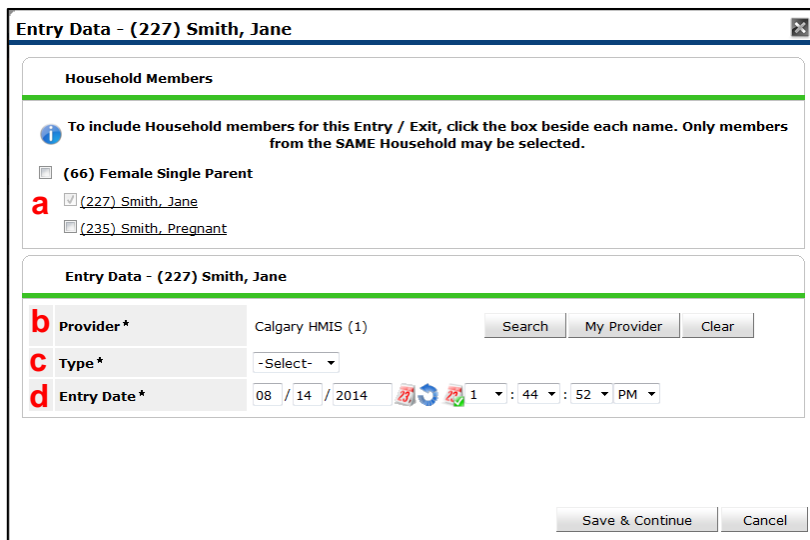
To record a client's participation in your program, click on the Entry/Exit tab. This step can also be referred to as intake, enrollment, participation, etc.

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



The screenshot shows the 'Client Information' tab with the 'Entry / Exit' sub-tab selected. A reminder message states: 'Reminder: Household members must be established on Households tab before creating Entry / Exits'. Below this is a table with columns: Program, Type, Entry Date, Exit Date, and Client Count. An 'Add Entry / Exit' button is visible, and the table currently shows 'No matches.'

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



The screenshot shows the 'Entry Data - (227) Smith, Jane' window. It includes a 'Household Members' section with a reminder: 'To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.' The members listed are: (66) Female Single Parent (unchecked), (227) Smith, Jane (checked), and (235) Smith, Pregnant (unchecked). Below this is the 'Entry Data' section with fields for:

- Provider*:** Calgary HMIS (1) with Search, My Provider, and Clear buttons.
- Type*:** -Select-
- Entry Date*:** 08 / 14 / 2014 with time set to 1:44:52 PM.

 At the bottom are 'Save & Continue' and 'Cancel' buttons.

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.*