

How to use “Enter Data As” mode

All ServicePoint users are attached to 1 program within an agency, this serves as their default provider. Some users may need to enter data for multiple programs within their agency (ex. Shelter and Housing program)

Users that enter data for one program:

The users that enter data for only one program do not need to use/click “Enter Data As” mode. This means that as soon as you log on to ServicePoint, you can just enter data for that program.

Users that enter data for multiple programs:

The users that enter data for multiple programs or teams must pay close attention to which program they are entering client-level data, so that the client information gets saved to the correct program.

Using “enter data as” mode:

1. Log into ServicePoint
2. At the top left corner under “Calgary Homeless Foundation” – your program name and agency will appear (this is your default provider)
3. If you enter data for multiple programs/teams, select the “Enter Data As” mode at the top right-hand side of your screen



4. Click the green plus icon to select the appropriate program you need to enter data for:

Enter Data As Provider Search

Provider Search

Search for Providers by using keywords from the Provider Name or Description.



Search

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #

Provider Search Results

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
	Provider	Level	Phone	Location	Last Updated																						
	 Homebase Team 1 - The Alex (29)	Level 3	403-277-9865	CALGARY, AB T2H 2X2	04/23/2014																						

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