

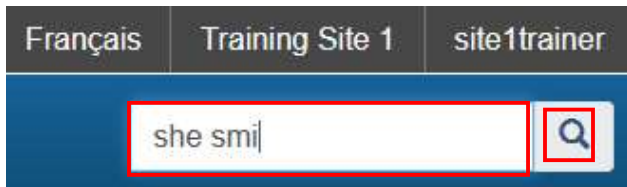
How to Create a Historical Shelter Stay Record

HIFIS has a 'Create Historical Stay' feature which allows users to efficiently create a shelter record for a client which was missed. The steps below outline how to complete this transaction and outlines the peculiarities associated with the feature.



1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on "How to Log Into HIFIS and Change Service Provider".

◆ **NOTE:** There are no steps 2 – 5, continue to step 6.



6. Perform a search for the client for whom the shelter record was missed by entering part of the client's name in the **Client Search** dialog box.

◆ **NOTE:** You must enter a minimum of three characters to execute a search. You may search by a client's first, middle and/or last name. The less you enter the better the chance to find an existing name. For example, for "Shelley Smithers" you could enter "She Smi".

7. Click the **Search** button to find the client's record.

ID	Full Name	Gender	Alias	Date of Birth	Age	File Number	Action
192	Smith, John	Male		1982-11-15	37	0000000192	8 

8. After searching and finding the client, on the **Client List** screen click the **Admissions** action button on the far right of the client record.

Client - Admission List



9. Click the **Create Historical Stay** button at the bottom of the **Client Admission List** screen.

◆ **NOTE:** If the client is currently booked into the shelter you must first Book Out the client, and after you have completed the completion of Historical Stay(s) you would click the **Undo Latest Book Out** button at the bottom of the **Client Admission List** screen to return the client to their current shelter status.



