

Site Administrators – How to Add Places to the Directory of Services

The Directory of Services module in HIFIS is used to add records for places that clients regularly interact with such as other service providers, government offices, and other resources. They are typically Places from which, or to which, a client may be referred.

Once a Place is entered in the Directory of Services it will be available for selection in a drop-down list and will not need to be entered again, depending on the geographic region(s) to which the Place is associated.



The screenshot shows the HIFIS login interface. At the top, there are logos for HIFIS (Homeless Individuals and Families Information System) and SISA (Système d'Information sur les Personnes et les Familles Sans Abri). Below the logos is the text "Log In / Connexion". There are two input fields: "User Name / Nom d'utilisateur" and "Password / Mot de passe". A red asterisk is next to the password field. Below the fields is a "Log In / Connexion" button with a right-pointing arrow. At the bottom left, there is a link: "Forgot Password? / Mot de passe oublié?"

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. Select **Front Desk**.
7. Select **Directory of Services**.



8. Click the **Add Place** button on the **Directory of Services** screen, after checking that the Place is not already in the Directory.

9 Place Name

10 Place Type

11 Service(s) Offered

12 Active Yes

Contact List

13 Referrer Category Type

14 Referable from Yes

15 Referable to Yes

16 Comments

Edit - Insert - Format - View - Table -
 Font Sizes - A - B / U -
 [Rich text editor toolbar icons]
 p Words: 0

17 Address Line 1

18 Country

19 Province/Territory

20 City

21 Postal Code

22 Geographic Region

23

9. Enter the name of the Place in **Place Name**.
10. Select the value from the drop-down list in **Place Type** that best describes the place, as this allows for the categorization of the Place.
11. Optional: Select the type of **Service(s) Offered** from the list, if applicable for the Place.
12. Set the **Active** toggle to **Yes**. Setting to **No** will make the Place inactive and not available for selection.
13. Select the **Referrer Category Type** that best describes the place. This will appear before the place name in the drop-down list when you are referring a client and is mandatory when "Referable From" or "Referable To" is "Yes".
14. Set the **Referable From** toggle to **Yes**, if Place is one from which a client can be referred.
15. Set the **Referable To** toggle to **Yes**, if Place is one to which a client can be referred.
16. Optional: Enter any relevant **Comments**.
17. Optional: Enter the address of the Place in **Address Line 1**.
18. Edit the default value for **Country** from the drop-down list, if needed.
19. Select the **Province** from the drop-down list.
20. Select the **City** from the drop-down list.
21. Optional: Enter the **Postal Code**.
22. Select the Geographic Region(s) from the list, of the service providers this Place is to be available for selection.
23. Select **Save** to complete the addition of the Place.