BC HOUSING

How to move a shelter client from one bed to another
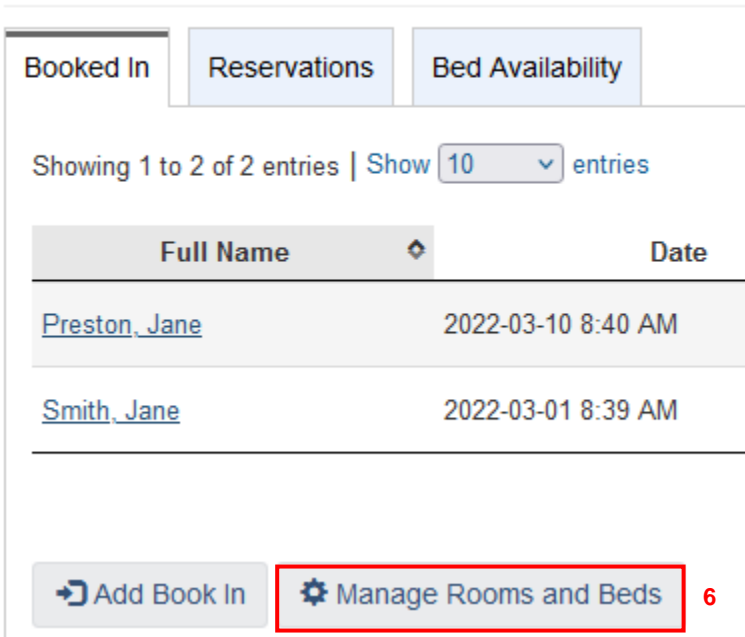
To move a shelter client from one bed to another <u>do not</u> book out and book back in, instead with at least one vacant bed users would move the client to the bed. If there are no vacant beds users would need to book out only one client, and once all moves are completed "undo latest book out" for the one client which was booked out. The steps below outline how to complete this transaction.

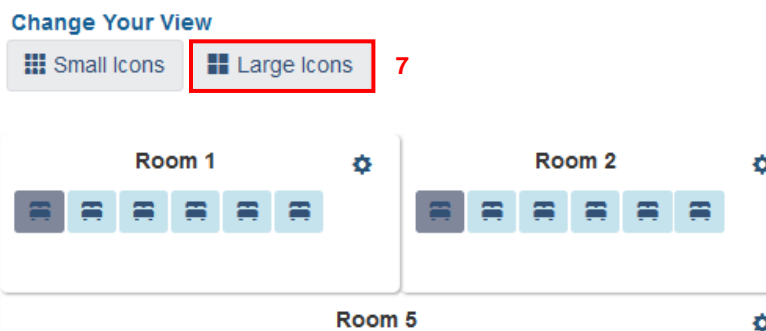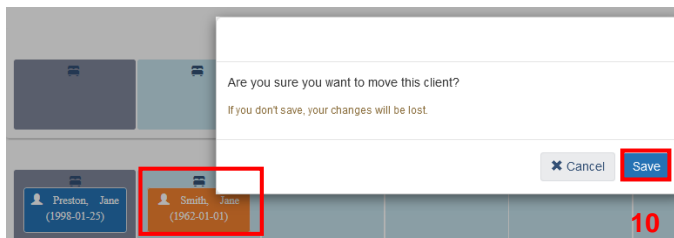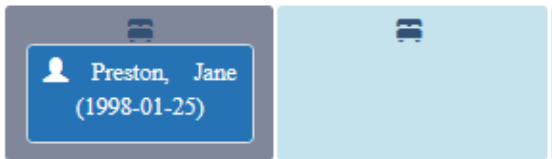|	
HIFIS ⁂ SISA HOMELESS INDIVIDUALS AND FAMILIES INFORMATION SYSTEM / SYSTÈME D'INFORMATION SUR LES PERSONNES ET LES FAMILLES SANS ABRI **Log In / Connexion** User Name / Nom d'utilisateur [ ] Password / Mot de passe [ ] ★ Log In / Connexion →] Forgot Password? / Mot de passe oublié?	1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on "How to Log Into HIFIS and Change Service Provider". ❶ **NOTE:** There are no steps 2 – 5, continue to step 6.
Admissions Booked In | Reservations | Bed Availability Showing 1 to 2 of 2 entries | Show [10 ▾] entries 	**Full Name** ◇	**Date**	 	Preston, Jane	2022-03-10 8:40 AM	 	Smith, Jane	2022-03-01 8:39 AM	 →] Add Book In ⚙ Manage Rooms and Beds **6**	6. Navigate to the Admissions screen of the shelter via Front Desk > Admissions and click on the **Manage Rooms and Beds** button at the bottom of the screen.
Manage Rooms and Beds **Change Your View** ⠿ Small Icons ▥ Large Icons **7** **Room 1** ⚙ **Room 2** ⚙ 🛏 🛏 🛏 🛏 🛏 🛏 🛏 🛏 🛏 🛏 🛏 🛏 **Room 5** ⚙	7. Once on the Manage Rooms and Beds screen click on the **Large Icons** button as that view is necessary to move a client from one bed to another. ❶ **NOTE:** There must be at least one vacant bed in the shelter to move a client. If not, then one client must first be booked out and on completion of all moves the client who was moved out will be booked back in using the "Undo latest book out" option.

8. Once in the 'Large Icons' view on the Manage Rooms and Beds screen click on the client who is to change beds and the colour of the rectangle will change from blue to orange.

9. Next click on the vacant bed to which the client is being moved.

10. A window will appear with a message to verify the client selected is to be moved. Click on the Save button if the information is correct.

11. The client's rectangle will change back to blue and appear in the new bed.