

How to Enter a Good Provided to a Client		
Eventeess Individuals and Famililes Information System / Système d'information sur les personnes et les fa Log In / Connexion User Name / Nom d'utilisateur Password / Mot de passe Service Provider / Fournisseur de services Select an option Log In / Connexion Log In / Connexion Service Provider / Fournisseur de services Select an option Log In / Connexion +> 4	 From the HIFIS log-in screen, enter your User Name. Enter your Password. Select the Service Provider from the drop-down list. NOTE: If nothing appears in the Service Provider drop-down list, click the Refresh button 2. Select Log In. If you have forgotten your password, you can request to have it reset by selecting Forgot Password? 	
Français Training Site 2 site2trainer 6 Shelley Smithers Q 7	 From the HIFIS Home Screen, in the Client Search dialog box, enter the client's first and last name. Click the Search button to see if a client record exists. 	
All Active Inactive Deceased Showing 1 to 1 of 1 entries Show 10 v entries ID Full Name Gender Alias Date of Birth 328 Smithers, Shelley Female 13/01/1958 60	8. When the client's name comes up in the Client List , click on it to select them.	
Endelses Individuals and Family Front Desk Communications Client Information • Client Information • Client Management • Admissions • Appointments • Calls and Visits Log • Chores • Conflicts • Goods and Services • 10	9. Select Client Management. 10. Select Goods and Services.	



Client - Goods and Service	25	11. Select Express Good.
30Days 90Days 180Days All		
Show 10 🗸 entries	Filter items	
Service Provider	Date Details	
No data is available in the table Add Goods and Services Transaction Express Good 11		
Add Express Goods	Transaction	12. Select a Good from the drop-down list.
12 Good Select an	option	13. Select the Program funding the program.
*		14. Select All for the Unit of Measure.
13 Program Select an o	option + - *	15. Optional: Enter the Unit Price .
14 Unit Of Select an Measure	option -	16. Select a Reason for Service from the drop-down list.17. Optional: Enter Comments.
15 Unit Price	A V	18. Enter Save .
16 Reason for Service ★	option 🔹	
17 Comments		
18 🗎 Save	X Cancel	