


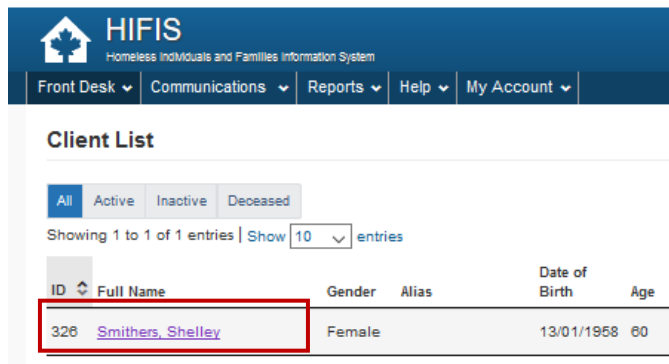
## How to Enter a Good Provided to a Client



1. From the HIFIS log-in screen, enter your **User Name**.
2. Enter your **Password**.
3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**

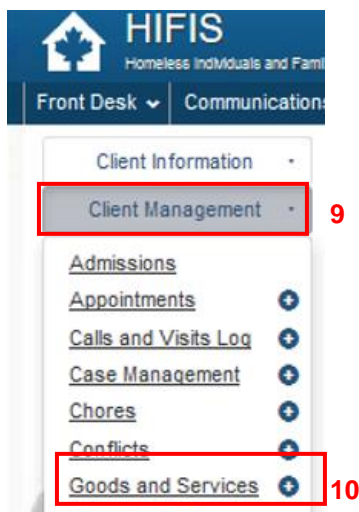


6. From the **HIFIS Home Screen**, in the **Client Search** dialog box, enter the client's first and last name.
7. Click the **Search** button to see if a client record exists.



ID	Full Name	Gender	Alias	Date of Birth	Age
326	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.



9. Select **Client Management**.
10. Select **Goods and Services**.

### Client - Goods and Services

30Days 90Days 180Days All

Show 10 entries [Filter items](#)

Service Provider Date Details

No data is available in the table

11

11. Select **Express Good**.

### Add Express Goods Transaction

12 **Good**

★

13 **Program**  + - ★

14 **Unit Of Measure**  ★

15 **Unit Price**

16 **Reason for Service**

★

17 **Comments**

18

- 12. Select a **Good** from the drop-down list.
- 13. Select the **Program** funding the program.
- 14. Select **All** for the **Unit of Measure**.
- 15. Optional: Enter the **Unit Price**.
- 16. Select a **Reason for Service** from the drop-down list.
- 17. Optional: Enter **Comments**.
- 18. Enter **Save**.