
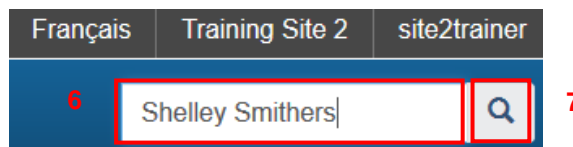


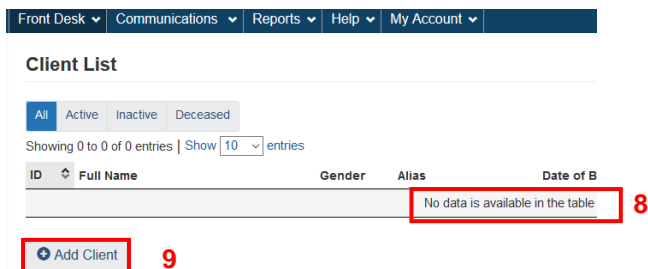
How to Enter a Basic Client Record



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



8. If there is no record for the client, you will see the **No data is available in the table** message.
9. Click the **Add Client** button to add the client to the system.



10. If the name exists in the system, you will see it on a list of search results. If this is the correct person, click on the name to verify the information in the client's record.
11. If the name that comes up on the list is not the client, click the **Add Client** button to add the client to the system.

Add Client

Consent Type	Select an option	12
Consent Start Date	2018-04-01	
Last Name		13
First Name		14
Middle Name		
Alias 1		
Alias 2		
Date of Birth Known	Yes	15
Date of Birth		16
Information Verified	No	
Gender	Select an option	17
Disability	No	
MedicAlert	No	
Veteran Status	Select an option	18
Citizenship/Immigration Status	Select an option	19
Aboriginal Status	Select an option	20
Geographic Region	Select an option	
File Number		
Country of Birth	Select an option	
	Save Save and go to Book In Cancel	21

12. From the drop-down list, select the **Consent Type**:

Explicit – if the client provided consent

Declined - Anonymous – if the client did not provide consent

Inherited – if the client is a child and consent was provided on their behalf by their guardian

13. Enter the **Last Name** of the client.

14. Enter the **First Name** of the client.

IMPORTANT: If **Declined – Anonymous** is selected as the **Consent Type**, use the following steps to enter the client’s information:

- **Last Name** – Enter **ANON** followed by the **Site Name** (e.g., ANON Fraser Shelter)
- **First Name** – Enter anything you like if it hasn’t been used before at your site and isn’t the client’s real name

15. If the date of birth is unknown, set the **Date of Birth** toggle to **No** and enter the approximate age.

16. Enter **Date of Birth**.

17. Enter **Gender**.

18. Enter **Veteran Status**.

19. Enter **Citizenship/Immigration Status**.

20. Enter **Aboriginal Status**.

21. Select **Save** to complete the client record.