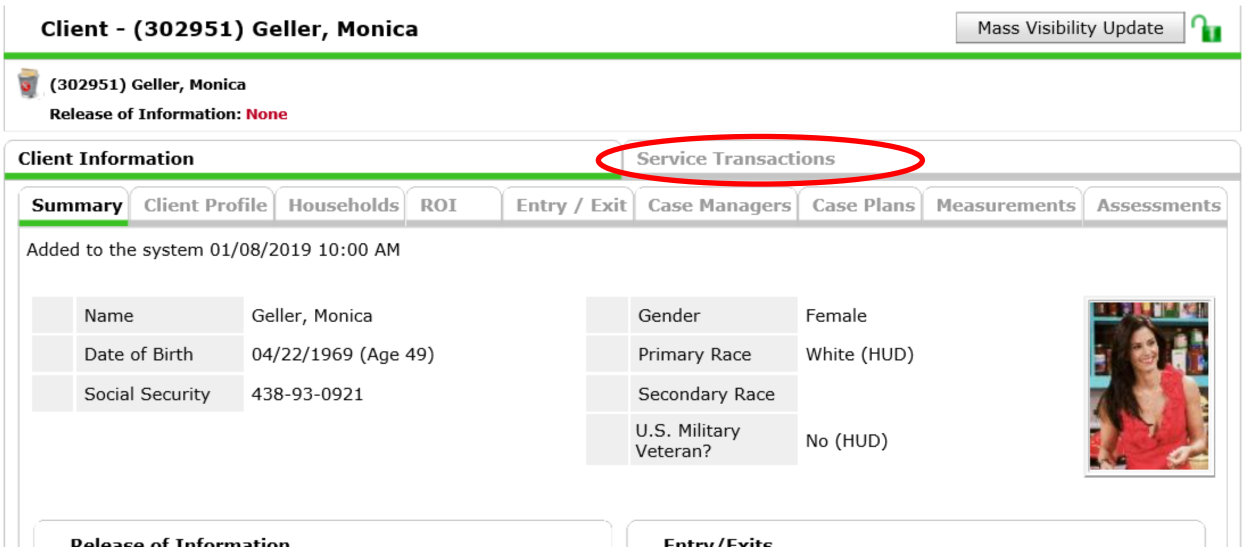
Adding Services to Clients and adding Services in SkanPoint *(Multiple services and for multiple clients)*

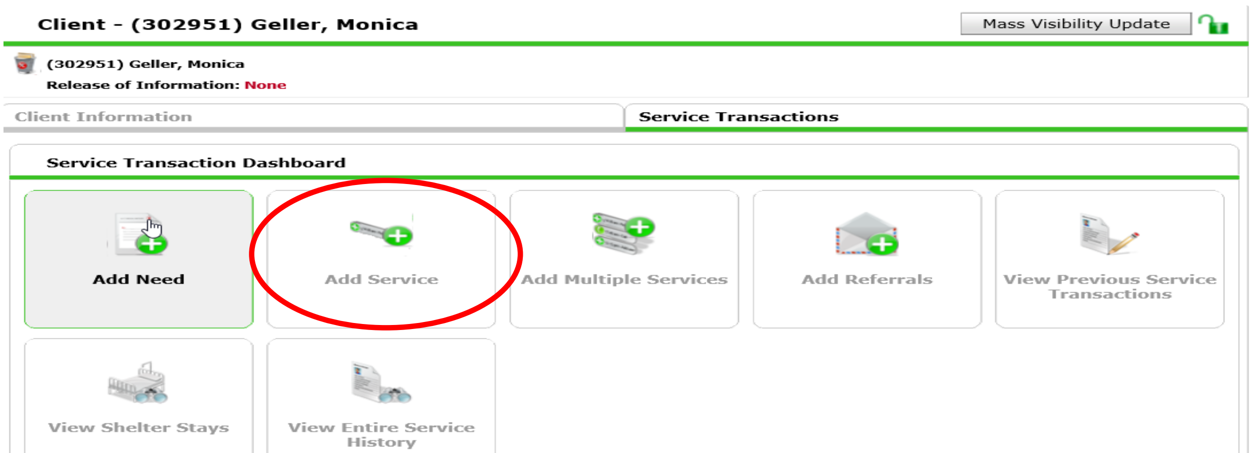
- Login to HMIS and make sure that you are in "Enter Data As" the project in which the client or clients needs to have services entered
- You can put in services a couple of different ways either one client and one service at a time or multiple clients and one service, or multiple clients along with multiple services. I will go over each way.

Adding Services to Individual Clients

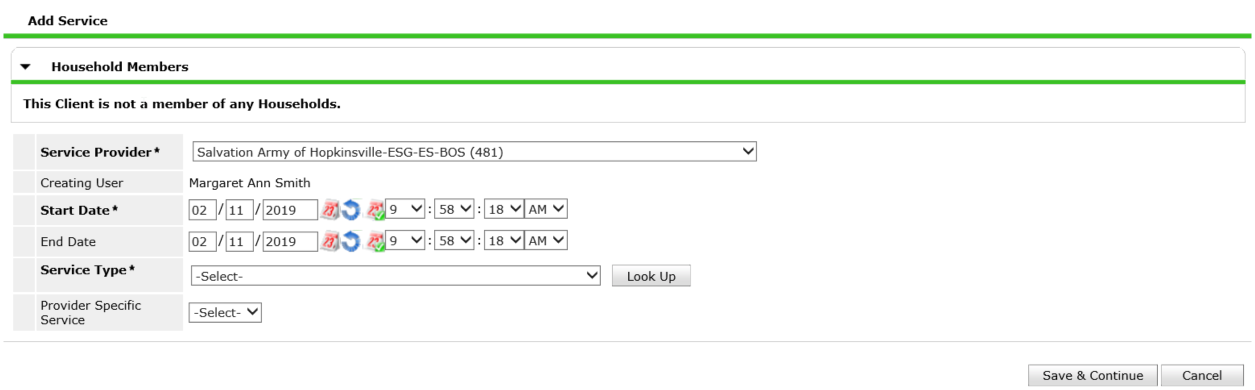
- Go into the client in which you would like to add the service. You do this through ClientPoint; either by searching the client with their client ID or by name.
- When you get the client pulled up you will need to select the Services Transactions tab.



- You will then need to select Add Service

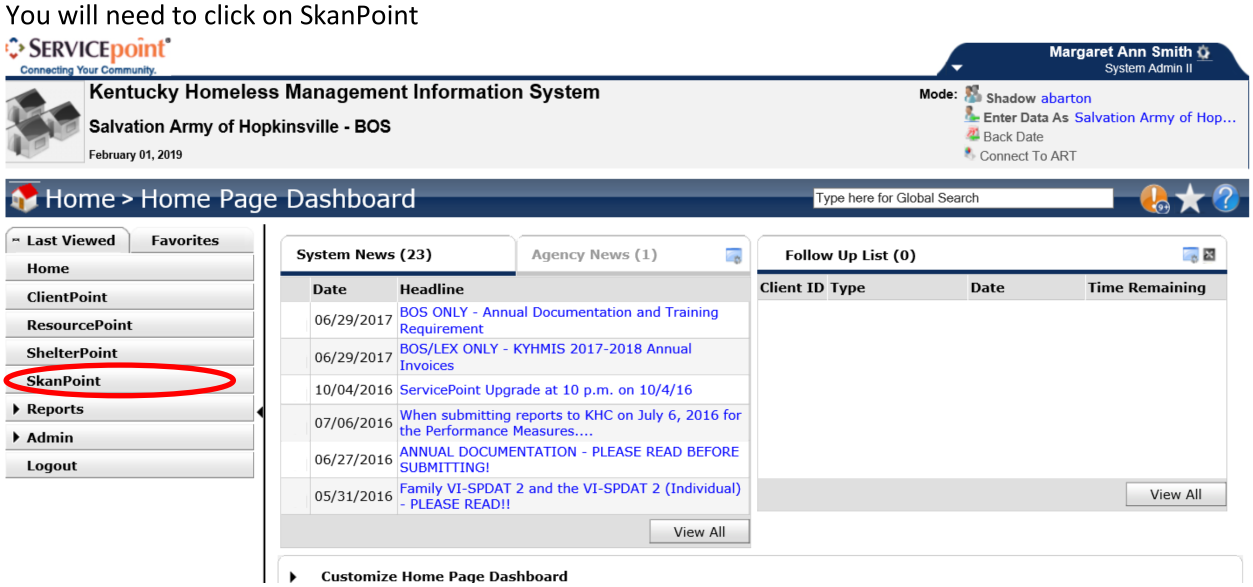


- From there you can add any service and the date the service was on. We can customize your services list however you would like just contact the HCA Help Desk to add any services.

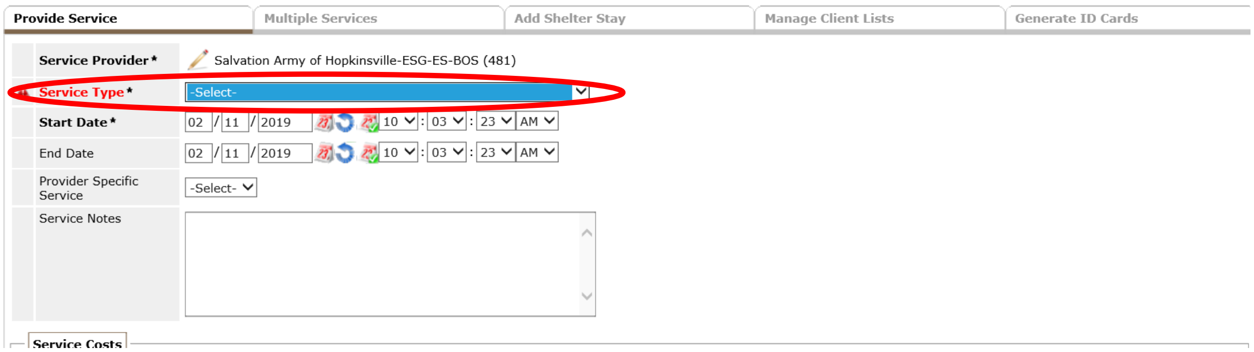


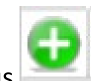
Adding Services to Multiple Clients

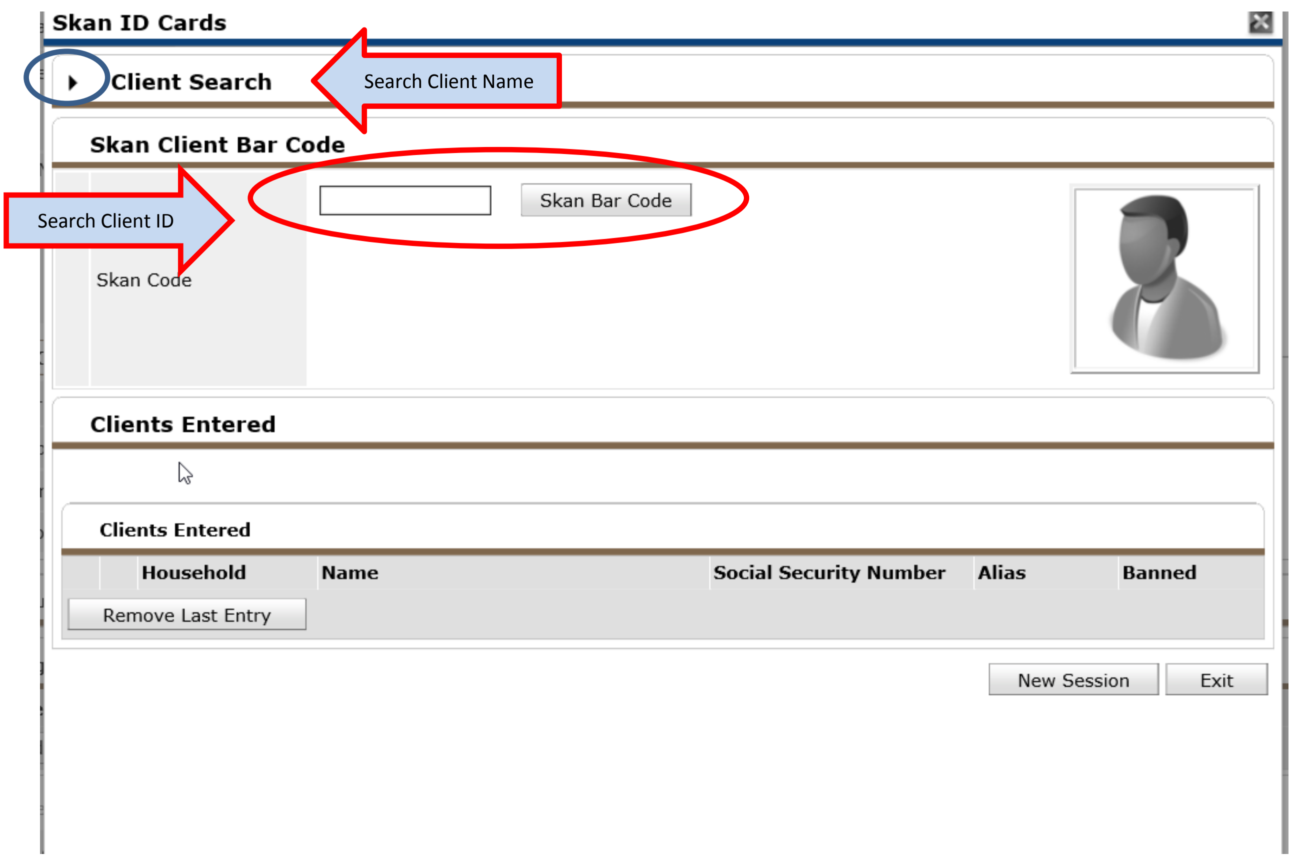
- You will need to click on SkanPoint



- Select Provide a Service tab, then select the Service Type.

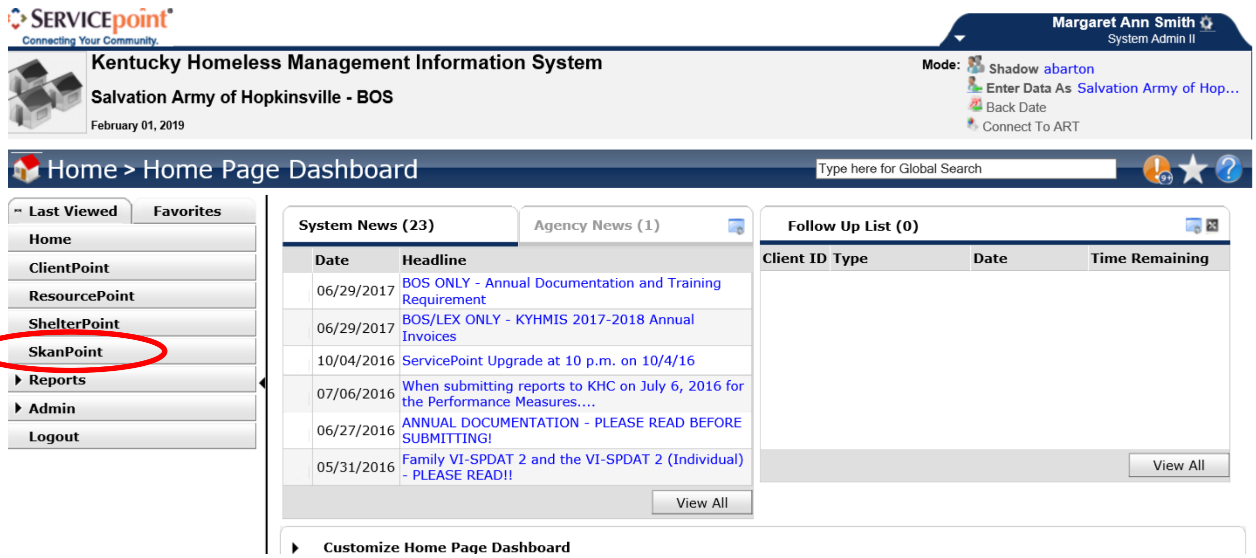


- Once you have selected the type of service you will need to select all the clients that need to have that service added. Scroll to the bottom of the page and select **Start Scan**.
- If you know the client IDs then you can put it in, if not then select the arrow next to client search and you can search the client. When searching client ID just hit enter and the client will be added, when searching by client name you will have to select the green plus  to add them to the list of clients who will receive this service.

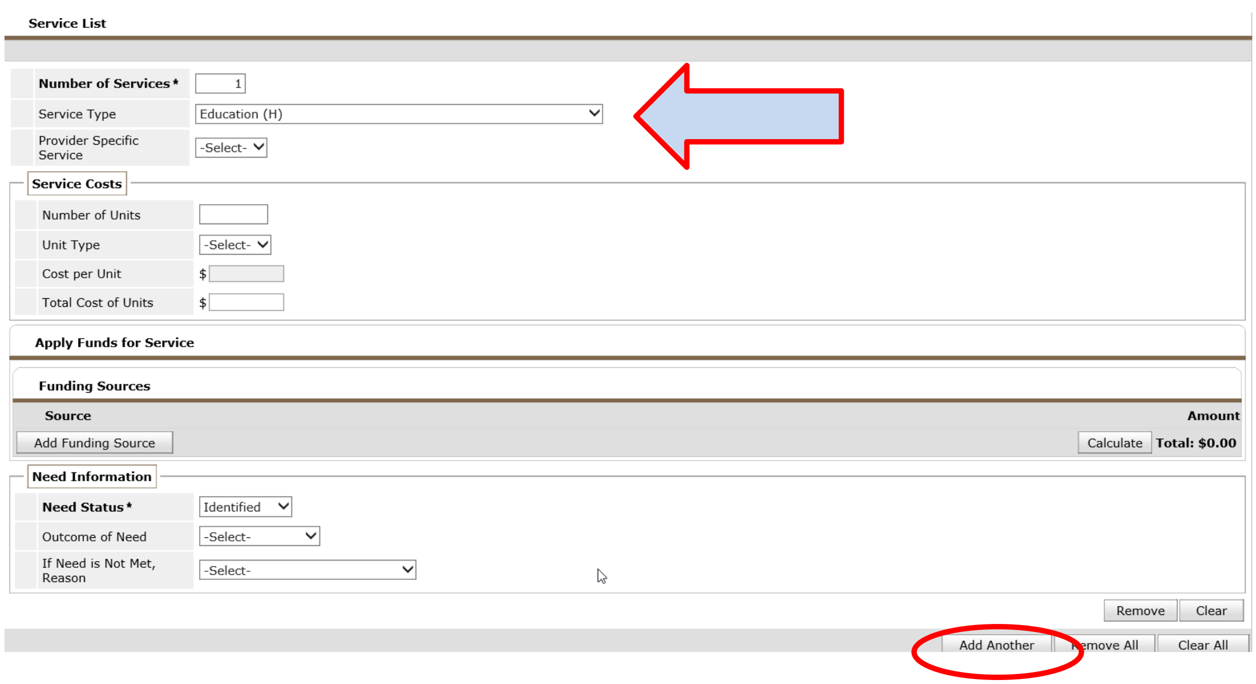


Adding Multiple Services to Client/or Clients

- You will need to click on SkanPoint



- Select the **Multiple Service** tab.
- This is where you can select all the services the clients are using. There is a section for Service List, you will select the type of service and then scroll down and you can select **Add Another**, and continue to do this until the number of services you want are added.



- Once you have added all the services you wish to add to your clients you then scroll to the bottom and select **Start Skan**.

- If you know the client IDs then you can put it in, if not then select the arrow next to client search and you can search the client. When searching client ID just hit enter and the client will be added, when searching by client name you will have to select the green plus  to add them to the list of clients who will receive this service.