

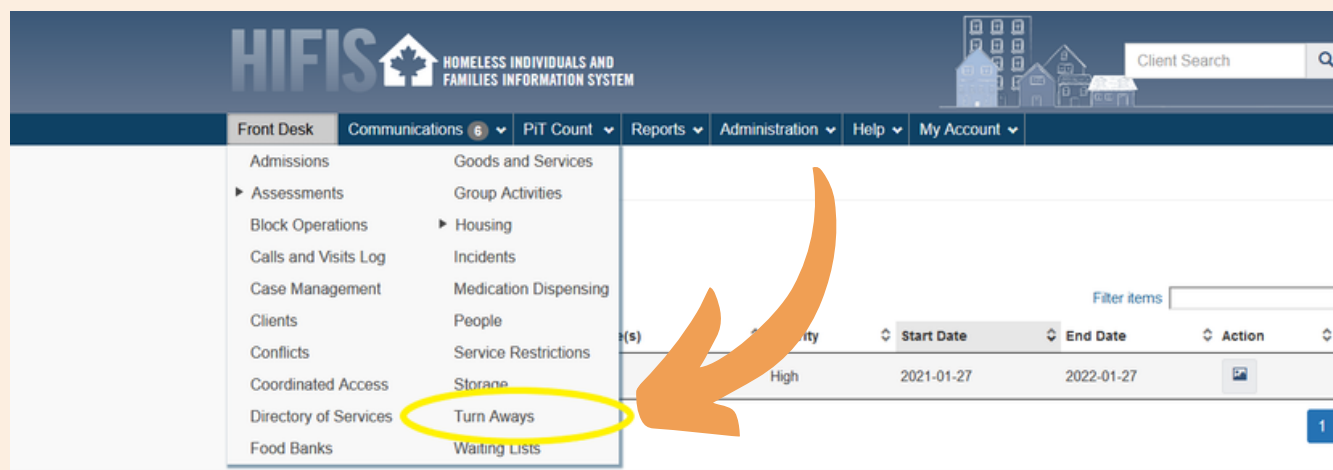
Recording a Turnaway-Anonymous

Even if the Client does not provide you with their information, recording a turnaway is still important! Keeping the numbers accurate is a key piece in getting a snapshot of the current homeless population.

1.) The Turn Aways Module

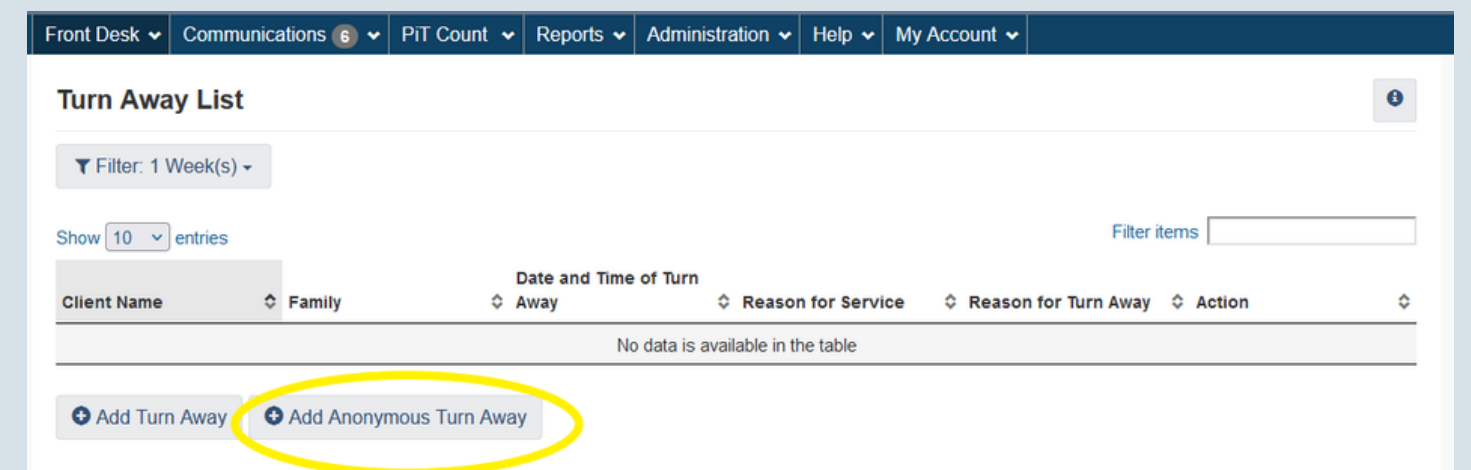
From the home page, click Front Desk and then click Turnaways.

Two simple clicks!



2.) The Turnaways Tab

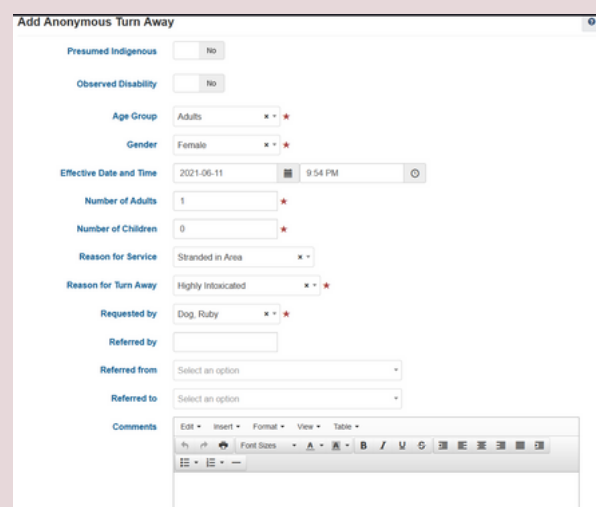
At the bottom, click the add Anonymous turnaway.



3.) Fill in the information as accurately as possible.

Remember to record the reason for the turnaway.

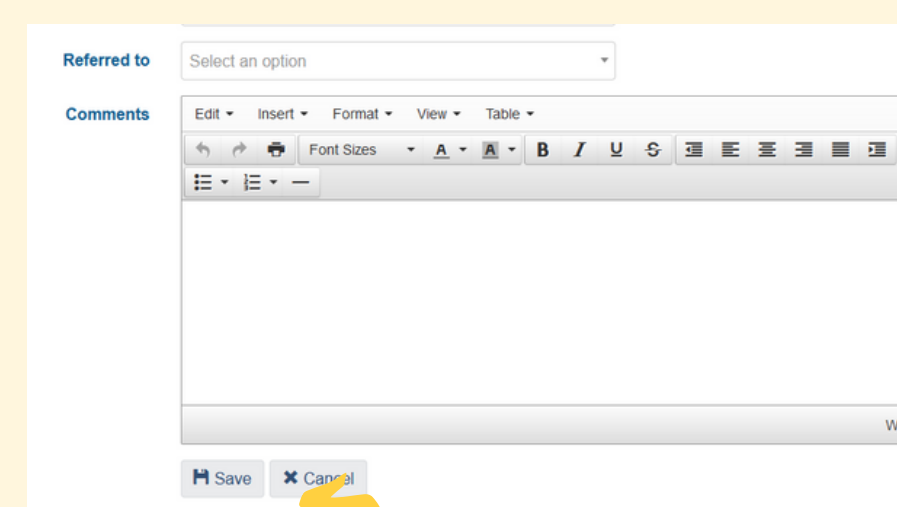
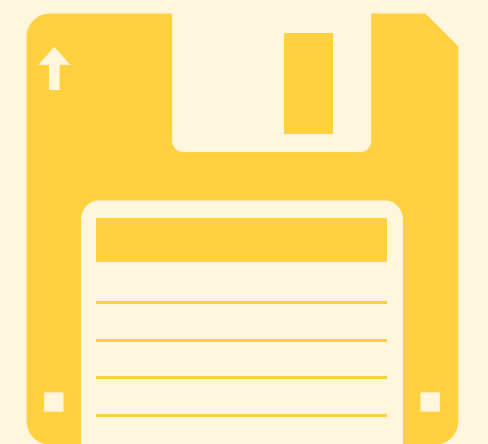
Any fields with a red star are required.



4.) Save your information

Once you've filled it in, click the Save button at the bottom of the tab.

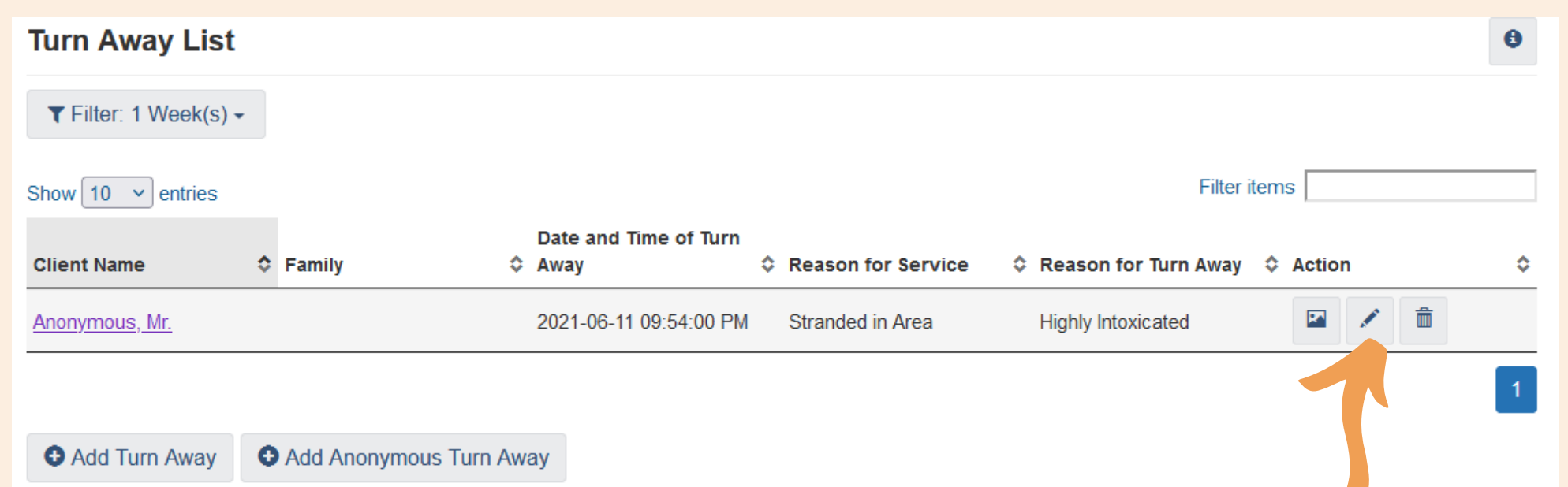
Saving is as simple as 1 click!



You will be taken back to the Turnaways tab.

Confirm the turnaway you just added now appears in the list

Double check that the information is accurate! If you need to change something, click the Pencil Icon.



Questions or Concerns? Email the team at hifis@sjhdc.ca