

Adding a Place into HIFIS

The Directory of Services is used throughout many different areas of HIFIS. From Schools to Doctor's Offices, you can use this Module to keep track of any of the important places in your community. This guide will show you how to add a new place into the Directory

1.) The Directory of Services

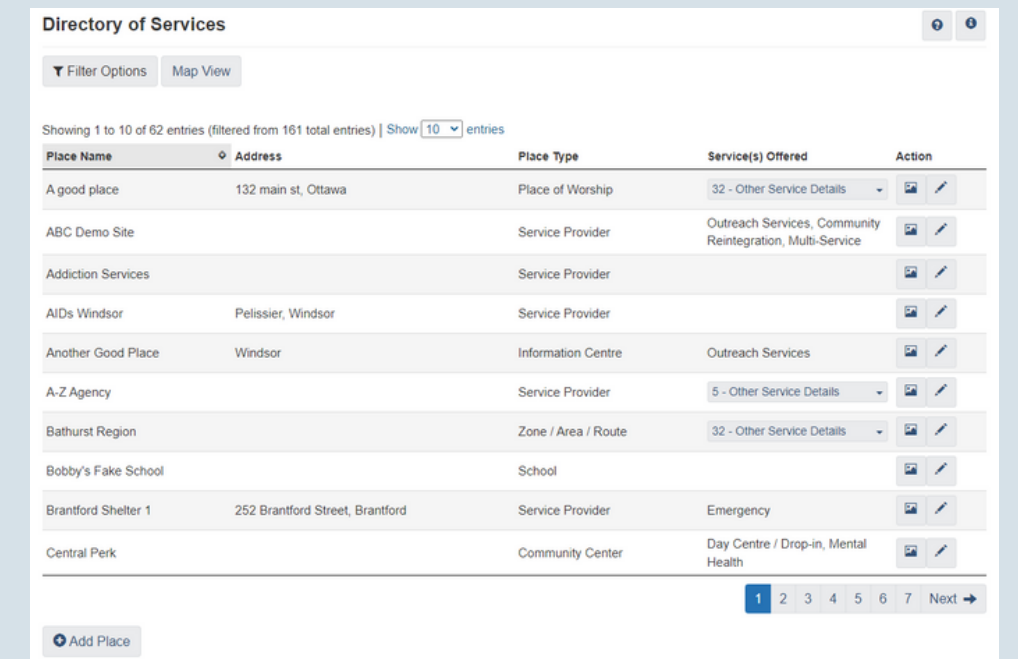
From the home page, click the Front Desk Tab and then Directory of Services

Two simple clicks!



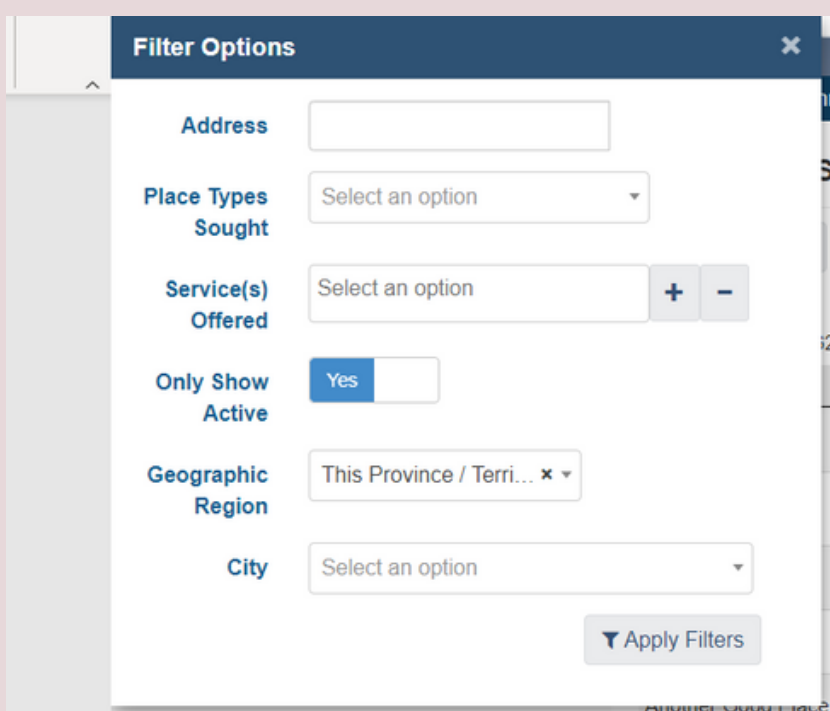
2.) The Service List

From here you can see a list of all the Places Currently in HIFIS.



3.) Filtering the List

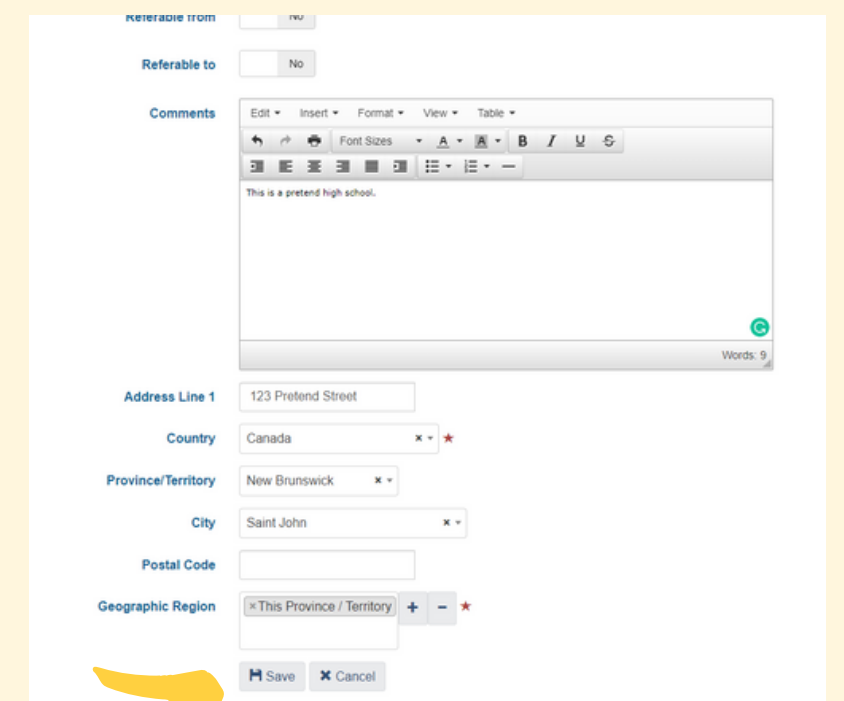
Click the Filter Options button. You can filter the Directory by any of the options available.



4.) Click the Add Place Button

Then fill out all of the required information. Remember, Fields with a Red Star are necessary to save your field in HIFIS!

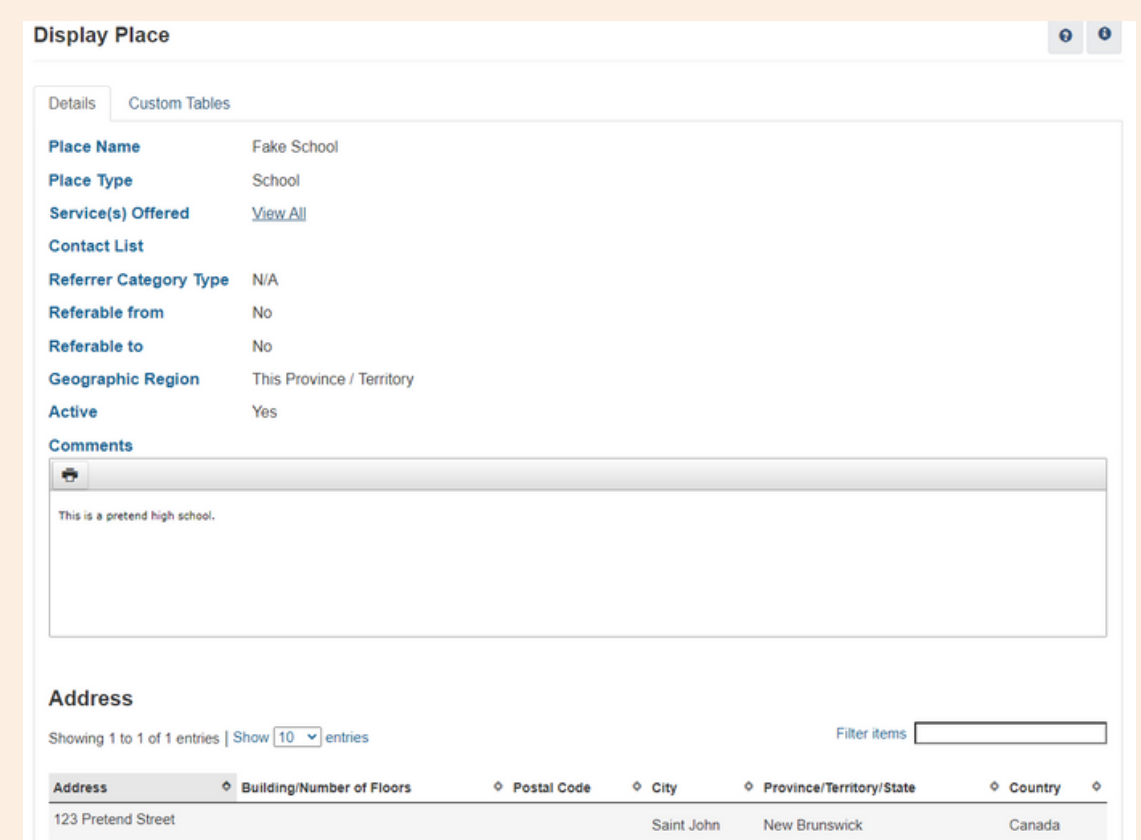
Saving is as simple as 1 click!



You'll then be taken to the Display Place Page

From here, you can review all of the details about the new place.

If anything is incorrect, you can click the Pencil Icon to Edit the Record



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