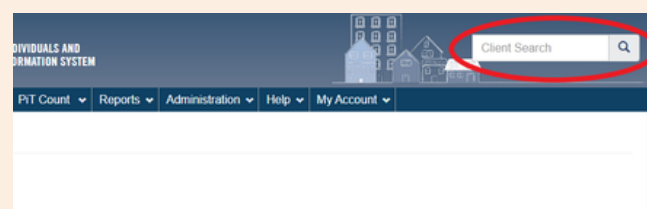


# Adding a New Client into HIFIS

Double-checking to be sure your client is not already in HIFIS is a key part of keeping the data accurate and up to date. With an accurate picture of the real-time homeless clients in our community, we can strive to better understand and serve those in need.

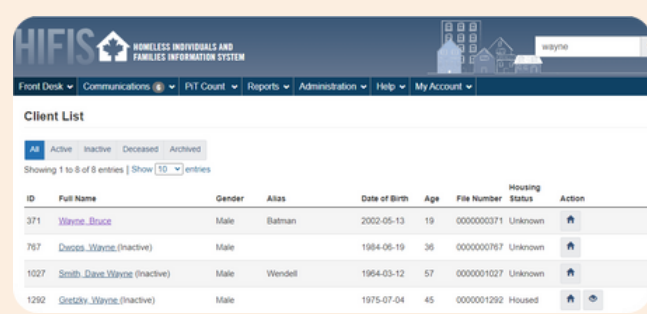
## 1.) Client Search it First

Search your client's name in the search bar on the top right corner.



You can search them by Last Name, First Name, or Full Name.

Always check first!



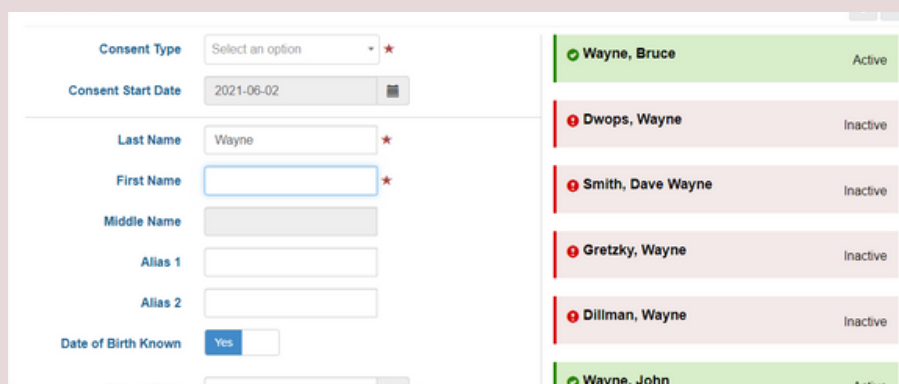
## 2.) Client is not there? Go to the Clients Tab

If you've searched for your client and are certain they do not already exist in HIFIS, click the Front Desk Tab and then Clients.



## 3.) Double-check Once more!

Type in your Client's name to perform one last check in HIFIS.

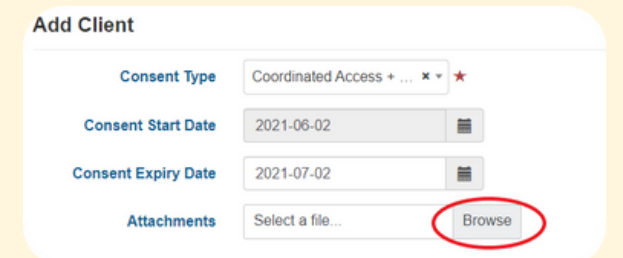


If you look to the right, it will show any clients whose information matches- green for exact, red for close!



## 4.) Choose your Client's Consent

Fill out your new Client's information as accurately as possible.



Don't forget Consent! There are different types of Consent to choose from.

Click the browse button to choose a file to upload for your client's consent.

Make sure to fill out a consent.



## 5.) Fill Out Your Client's Details

After you've chosen the Consent, fill out the rest of your Client's information as accurately as possible.

Remember, Fields with a Red Star are necessary!

If possible, fill out the Housing History information right from the Client Creation .

Click the Save button at the bottom of the page to Save your Client's information and Create a New Client! .



Questions? Concerns? Reach out to the team at [hifis@sjhdc.ca](mailto:hifis@sjhdc.ca)