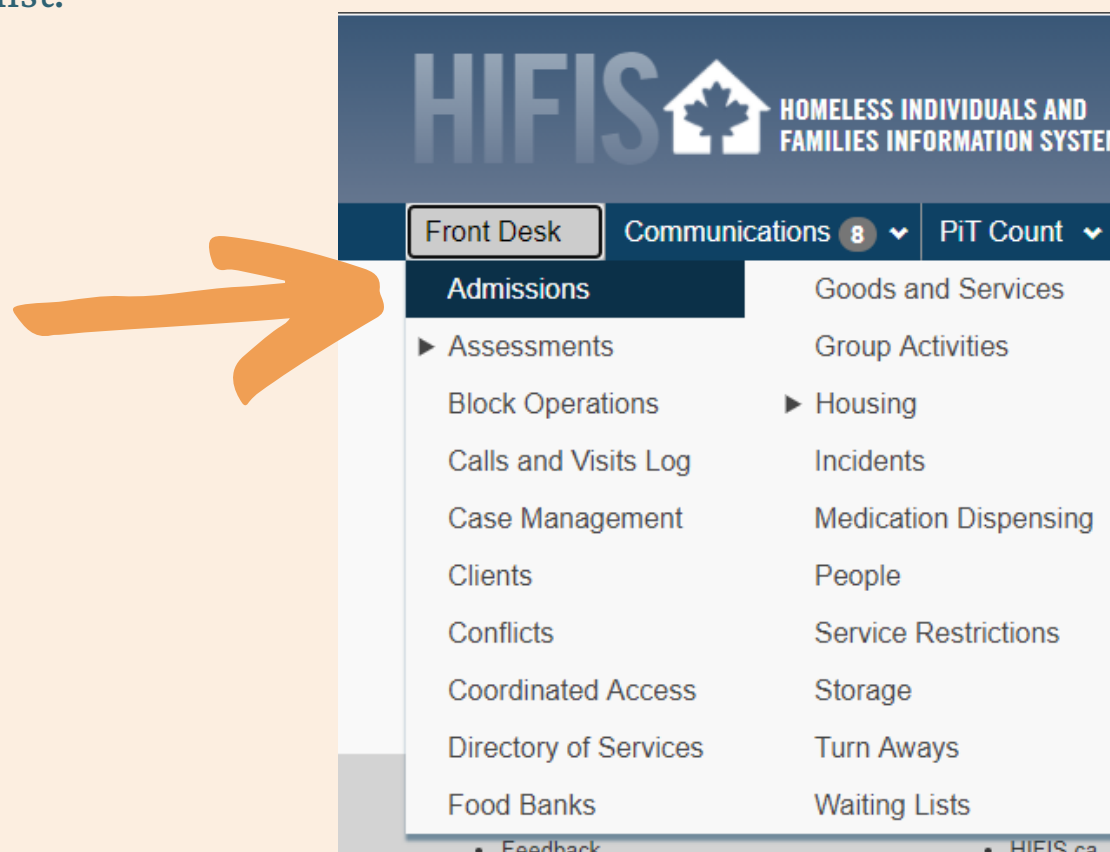


# Booking a Client in for a Stay

Client staying the night at a shelter? This document shows you step by step how to book in a Client.

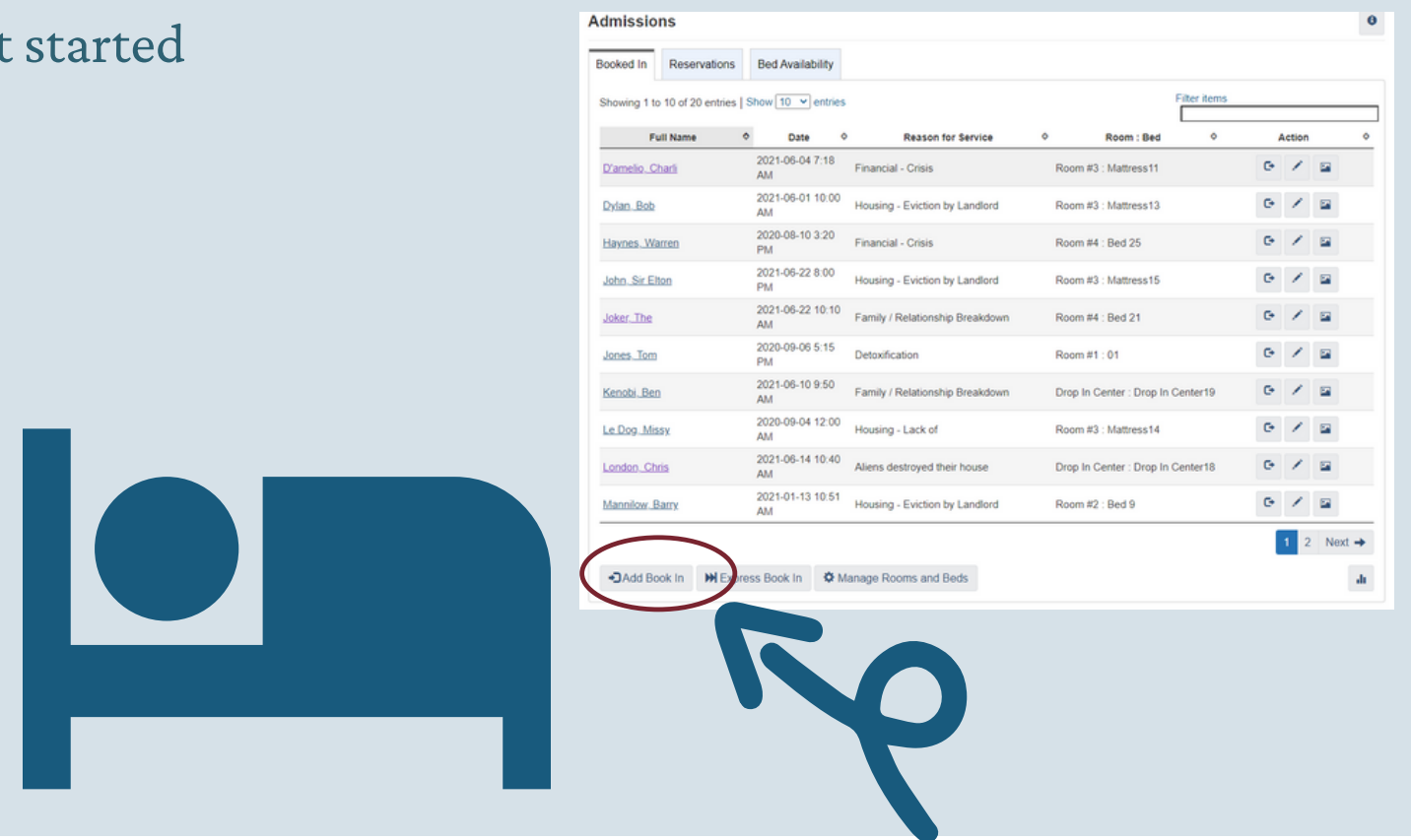
## 1.) The Admissions Tab

Click the Front Desk, and then Admissions to be taken to the admission's list.



## 2.) The Admissions List

You're then taken to the Admissions list. Click the Add Book in button to get started



## 3.) The Book in page

Next, You'll be taken to the book in page. Enter in your Client's name and the Admission Details.

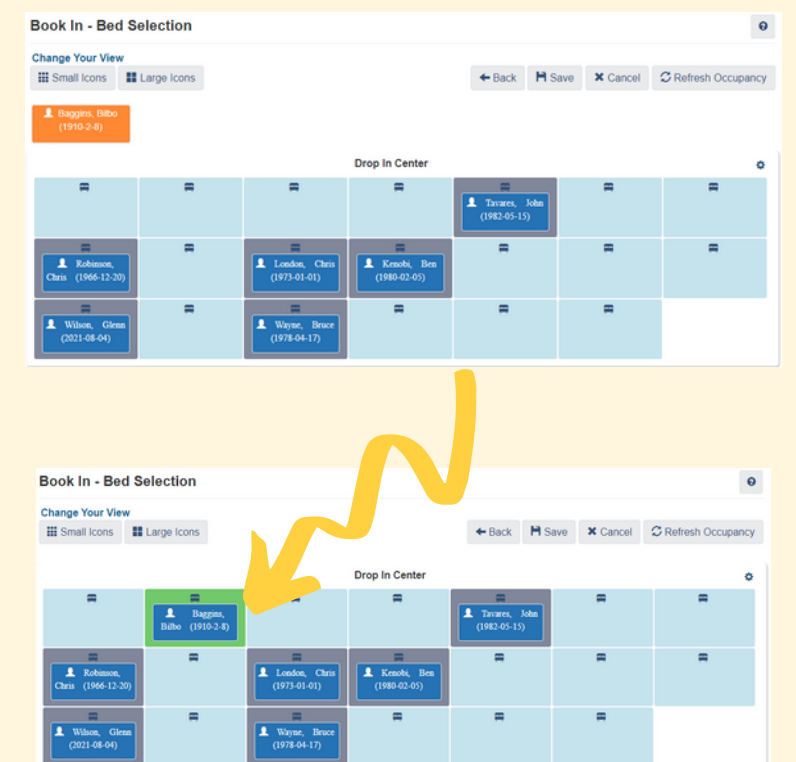
Once the details are filled in, Click Save

## 4.) Bed selection

Now you will be on the bed selection page. Click your client to highlight them in Orange, and select a bed to place them.

Once placed in a bed the beds' square will highlight green and you can click Save to save your changes.

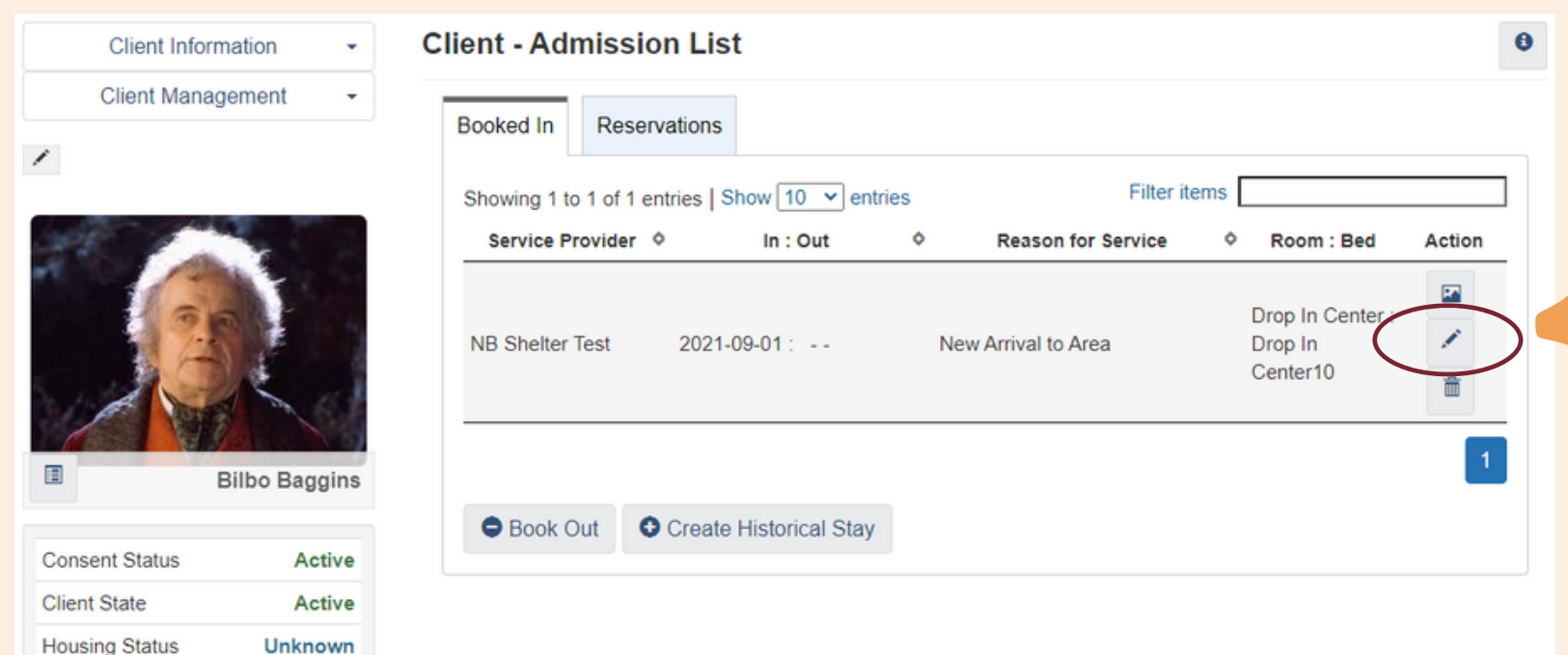
*Placed in the wrong bed? You can move it if you need to!*



## 5.) Back to the History

Once you click save you will be taken back to the Admissions page where your new stay will appear. Confirm it is accurate!

If not, click the pencil icon on the right to edit the stay record.



Questions or Concerns? Email the team at [hifis@sjhdc.ca](mailto:hifis@sjhdc.ca)