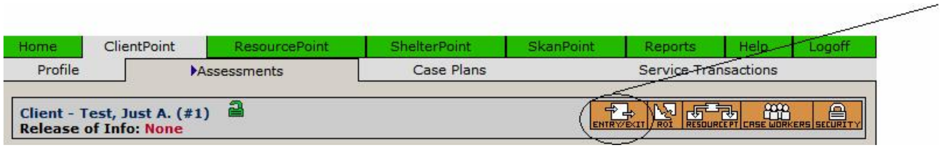
Client Entry (v.1)

From anywhere within the CLIENTPOINT tab you can click on the orange **Entry/Exit** button.



1. Click the **Add Entry/Exit** button.
   a. Note: Household members must be established in the *Profile* section before creating an Entry/Exit.

2. The *Entry/Exit* window will display.
   a. If other members of the clientõs household will be included in the program entry, select the **check boxes** next to the appropriate names in the Household members section.
   b. <u>If you enter data for more than one program, be sure to select the correct Provider.</u>
   c. Select the correct Entry ñTypeò for the program from the ñEntry Typeò pick list.
   d. Enter the date that the client entered the program in the ñEntry Dateò field.
   e. Complete and verify the other information on the screen.
   f. Click **Save and Close**.