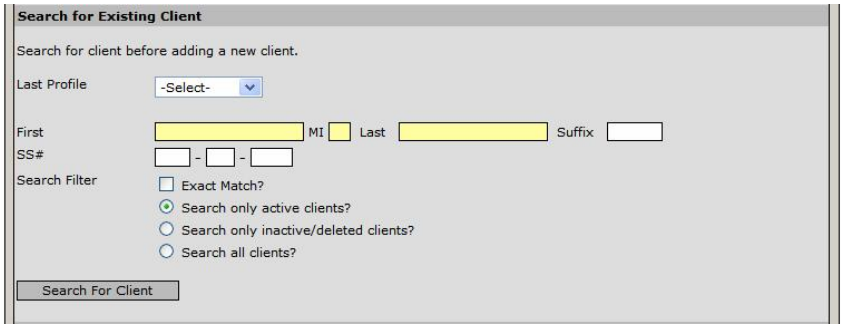
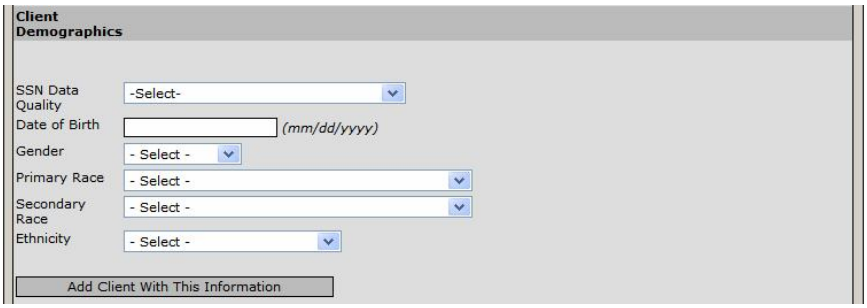
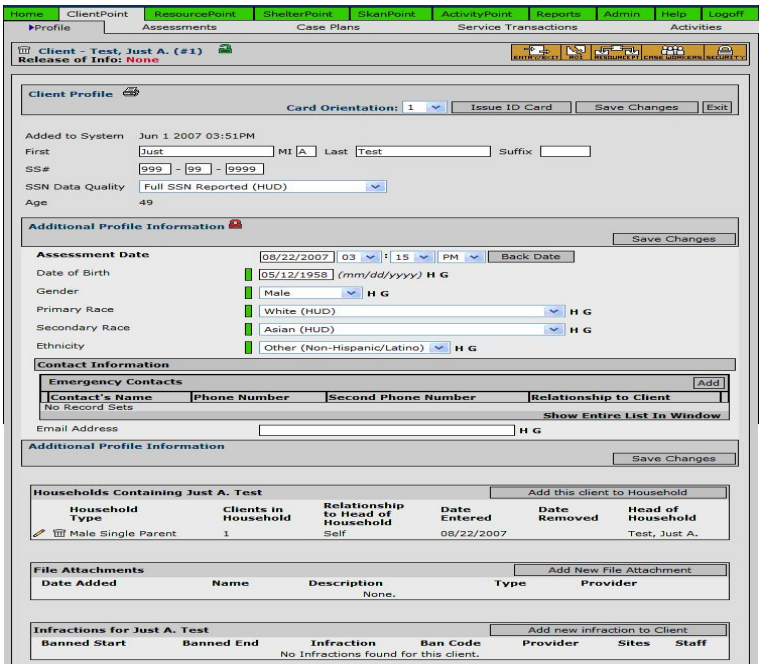
Entering a Client (v.1)

1. Click the CLIENTPOINT tab, located on the green navigation toolbar. The screen will refresh and display the main CLIENTPOINT screen.

2. Enter the client's information into the *Search for Existing Client* section of the screen.



3. Click on **Search For Client**. The screen will refresh and may display a list of clients that are possible matches for the client you entered.
    a. If there is a match, click the name of the client who matches your search.
    b. If there is no match, complete the *Client Demographics* section and click on **Add Client With This Information.**



4. The screen will refresh and display the *Profile* section.