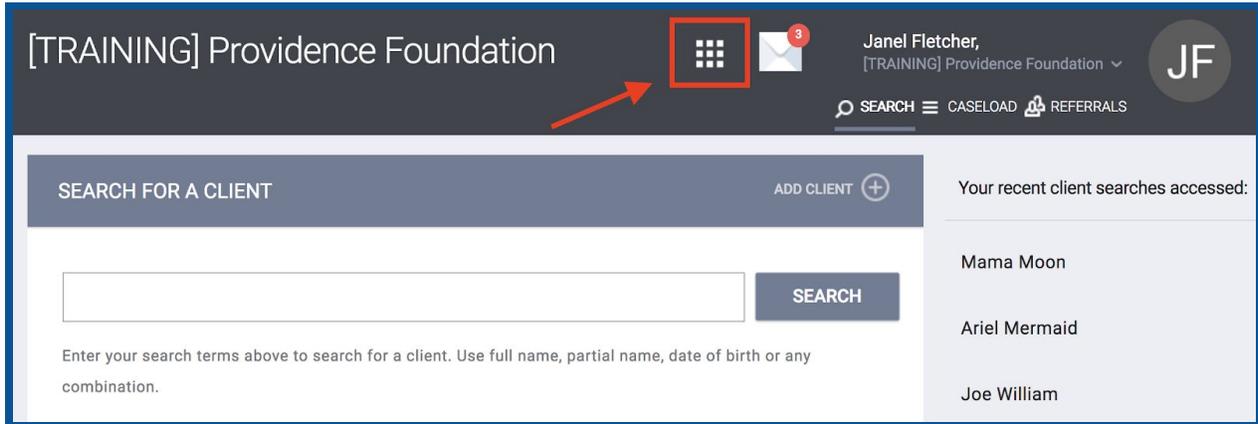


Manage Shelter Reservations: Mark all Reservations Present

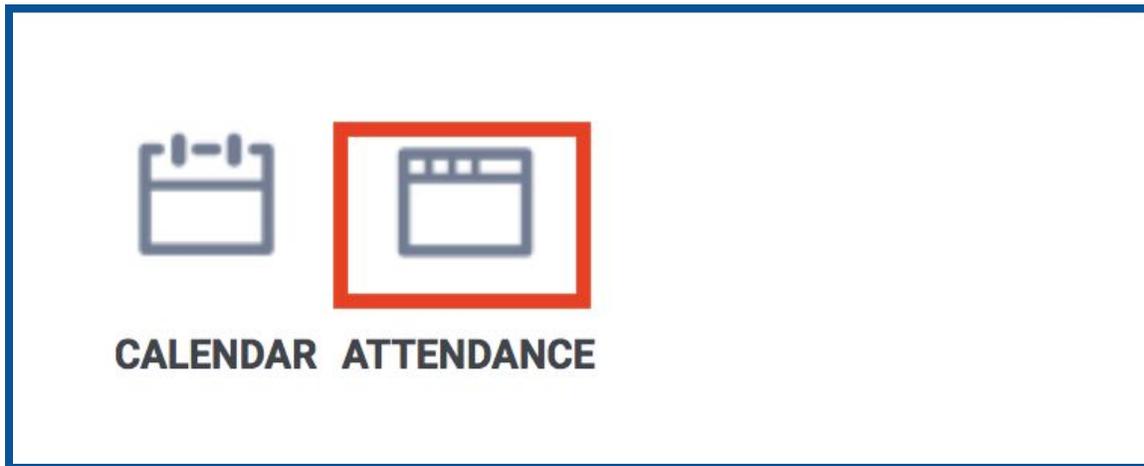
This workflow reflects how to mark all clients with reservations present in the ONE System.

1) Log in and select the Launcher Menu highlighted in the screenshot below.



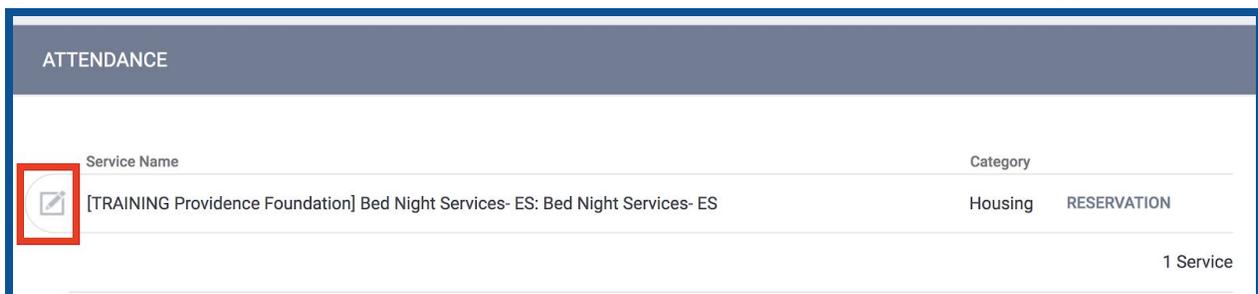
The screenshot shows the top navigation bar of the ONE System. The text "[TRAINING] Providence Foundation" is on the left. In the center, a grid icon (the Launcher Menu) is highlighted with a red box, and an orange arrow points to it from the left. To the right of the grid icon is a notification icon with a red circle containing the number "3". Further right is the user profile for "Janel Fletcher, [TRAINING] Providence Foundation" with a dropdown arrow and a circular avatar with the initials "JF". Below the navigation bar are three menu items: "SEARCH", "CASELOAD", and "REFERRALS". Below the navigation bar is a search section with the text "SEARCH FOR A CLIENT" and "ADD CLIENT (+)". There is a search input field and a "SEARCH" button. Below the input field is a note: "Enter your search terms above to search for a client. Use full name, partial name, date of birth or any combination." To the right of the search section is a list titled "Your recent client searches accessed:" with three entries: "Mama Moon", "Ariel Mermaid", and "Joe William".

2) Select Attendance.



The screenshot shows two calendar icons. The left icon is labeled "CALENDAR" and the right icon is labeled "ATTENDANCE". The "ATTENDANCE" icon is highlighted with a red box.

3) Next, hover to the left of the service name and click the edit symbol that appears.



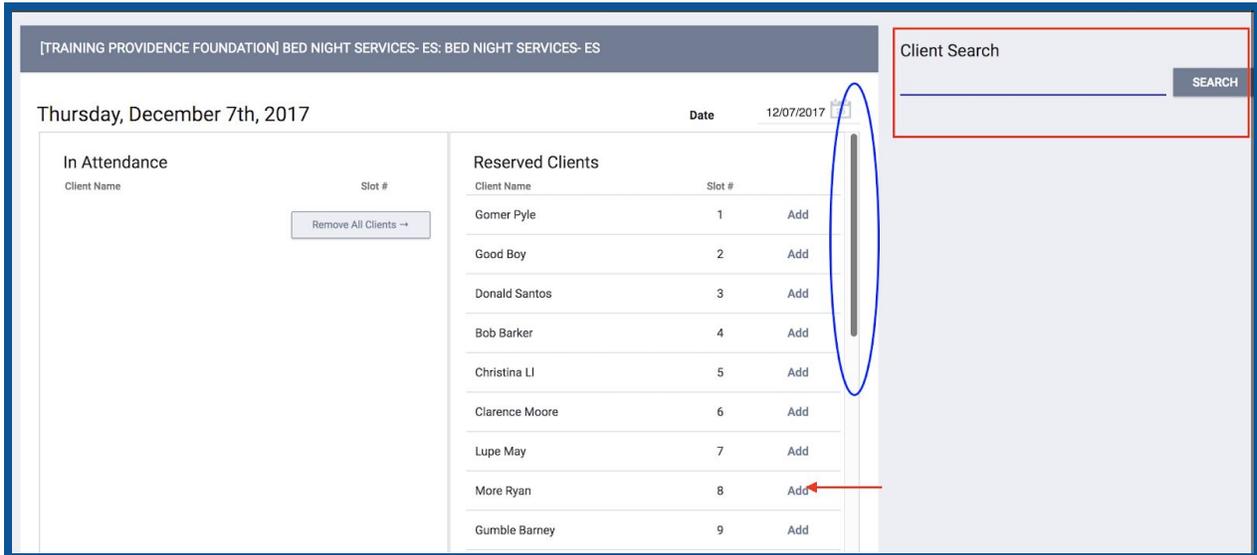
The screenshot shows a table titled "ATTENDANCE". The table has two columns: "Service Name" and "Category". The "Service Name" column contains the text "[TRAINING Providence Foundation] Bed Night Services- ES: Bed Night Services- ES". The "Category" column contains the text "Housing RESERVATION". To the left of the "Service Name" cell, there is a small square icon with a pencil, which is highlighted with a red box. At the bottom right of the table, it says "1 Service".

Service Name	Category
[TRAINING Providence Foundation] Bed Night Services- ES: Bed Night Services- ES	Housing RESERVATION

1 Service

Manage Shelter Reservations: Mark all Reservations Present

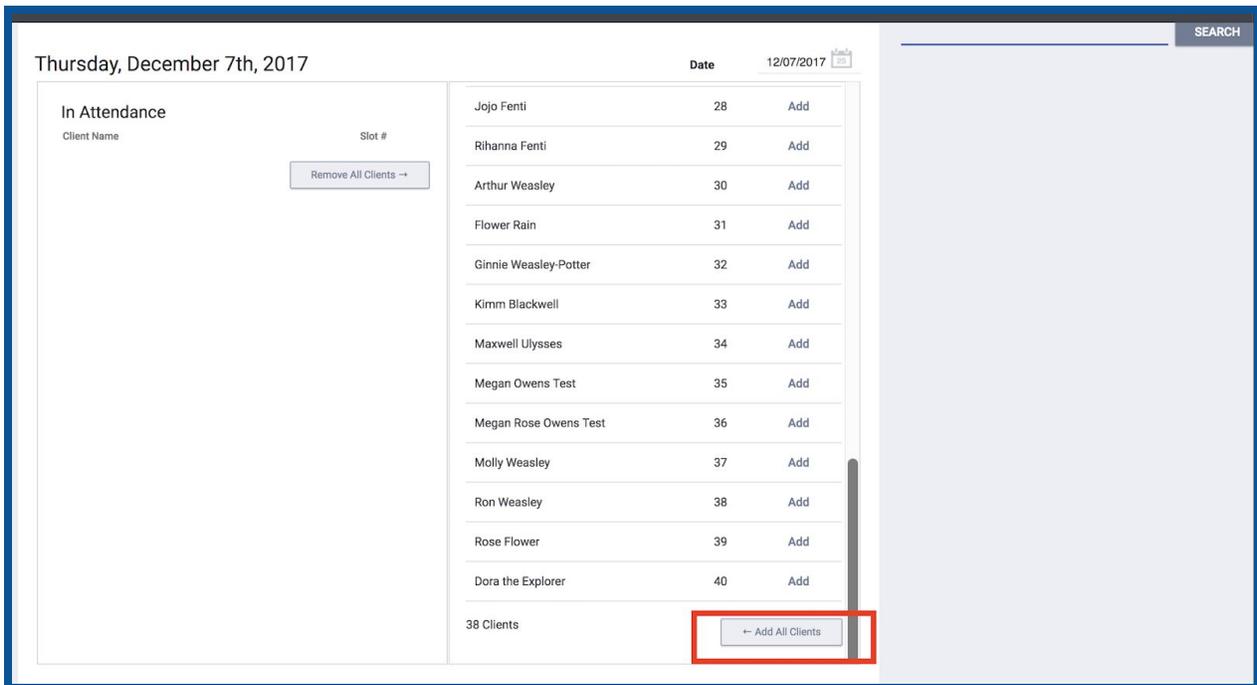
4) A list of the reserved clients will appear. Hover to the right of the reserved clients list to reveal a scroll bar. Client Search (red rectangle) will allow the user to search for the name of a Reserved Client. There is another option to add 1 client by clicking Add on the right side of the client's slot number.



The screenshot shows the Bitfocus interface for managing shelter reservations. The date is Thursday, December 7th, 2017. On the left, there is an "In Attendance" section with a "Remove All Clients" button. The main area displays a list of "Reserved Clients" with columns for Client Name, Slot #, and an "Add" button. A vertical scroll bar is visible on the right side of the list. A red rectangle highlights the "Client Search" input field and the "SEARCH" button on the right. A red arrow points to the "Add" button for slot 8.

Client Name	Slot #	Add
Gomer Pyle	1	Add
Good Boy	2	Add
Donald Santos	3	Add
Bob Barker	4	Add
Christina LI	5	Add
Clarence Moore	6	Add
Lupe May	7	Add
More Ryan	8	Add
Gumble Barney	9	Add

5) Scroll down to the end of the Reserved Clients list and click Add All Clients .



The screenshot shows the Bitfocus interface with the "Reserved Clients" list scrolled down to the bottom. The date is Thursday, December 7th, 2017. The "In Attendance" section is on the left. The "Reserved Clients" list includes names like Jojo Fenti, Rihanna Fenti, Arthur Weasley, Flower Rain, Ginnie Weasley-Potter, Kimm Blackwell, Maxwell Ulysses, Megan Owens Test, Megan Rose Owens Test, Molly Weasley, Ron Weasley, Rose Flower, and Dora the Explorer. At the bottom of the list, there is a "38 Clients" label and a red rectangle highlighting the "Add All Clients" button.

Client Name	Slot #	Add
Jojo Fenti	28	Add
Rihanna Fenti	29	Add
Arthur Weasley	30	Add
Flower Rain	31	Add
Ginnie Weasley-Potter	32	Add
Kimm Blackwell	33	Add
Maxwell Ulysses	34	Add
Megan Owens Test	35	Add
Megan Rose Owens Test	36	Add
Molly Weasley	37	Add
Ron Weasley	38	Add
Rose Flower	39	Add
Dora the Explorer	40	Add

Manage Shelter Reservations: Mark all Reservations Present

6) A message will appear: “Your changes have been saved successfully” and the clients will appear on the In Attendance list .

Your changes have been saved successfully.

[TRAINING PROVIDENCE FOUNDATION] BED NIGHT SERVICES- ES: BED NIGHT SERVICES- ES

Thursday, December 7th, 2017 Date 12/07/2017 

In Attendance			Reserved Clients	
Client Name	Slot #		Client Name	Slot #
Gomer Pyle	1			
Good Boy	2			
Donald Santos	3			
Bob Barker	4			
Christina LI	5			
Clarence Moore	6			
Lupe May	7			
More Ryan	8			
Gumble Barney	9			
Irving Wonderchicken	10			
Fake Baby	11			
Fake Fakie	12			

7) Repeat steps 1 and 2 of this document. Next click reservation

ATTENDANCE

Service Name	Category
[TRAINING] Bed Night Services- ES: [TRAINING]Bed Night Services- ES	Housing RESERVATION

1 Service

Manage Shelter Reservations: Mark all Reservations Present

8) All the reservations will appear orange because all clients are now checked-in.

RESERVATION: [TRAINING PROVIDENCE FOUNDATION] BED NIGHT SERVICES- ES: BED NIGHT SERVICES- ES

Thursday, December 7th, 2017

Date 12/07/2017 

Slots

Slot #1	Slot #2	Slot #3	Slot #4	Slot #5	Slot #6	Slot #7
Gomer Pyle	Good Boy	Donald Santos	Bob Barker	Christina LI	Clarence Moore	Lupe May
No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment
Slot #8	Slot #9	Slot #10	Slot #11	Slot #12	Slot #13	Slot #14
More Ryan	Gumble Barney	Irving Wonderchicken	Fake Baby	Fake Fakie	Albius Potter	Dorey Wong
No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment
Slot #15	Slot #16	Slot #17	Slot #18	Slot #19	Slot #20	Slot #21
Gold Blue	Juninho Pernambucano	Bella Orso	Daisy Santos	Captain Kirk	Aladdin Street Rat	Charles Smith
No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment
Slot #22	Slot #23	Slot #24	Slot #25	Slot #26	Slot #27	Slot #28
Beyonce Fenti	Adams Fred	Andrew Roarty	Arthur Fonzarelli	Byhre Bob	Afeni Shakur	Jojo Fenti
No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment
Slot #29	Slot #30	Slot #31	Slot #32	Slot #33	Slot #34	Slot #35
Rihanna Fenti	Arthur Weasley	Flower Rain	Ginnie Weasley-Potter	Kimm Blackwell	Maxwell Ulysses	Megan Owens Test
No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment
Slot #36	Slot #37	Slot #38	Slot #39	Slot #40		
Megan Rose Owens	Molly Weasley	Ron Weasley	Rose Flower	Dora the Explorer		
No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment	No Active Enrollment		