



Bitfocus






Shelter Attendance Training: Interfaith Winter Shelter

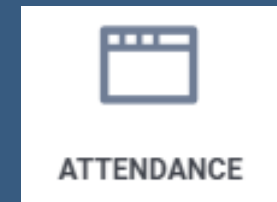
11/19/2024

Agenda

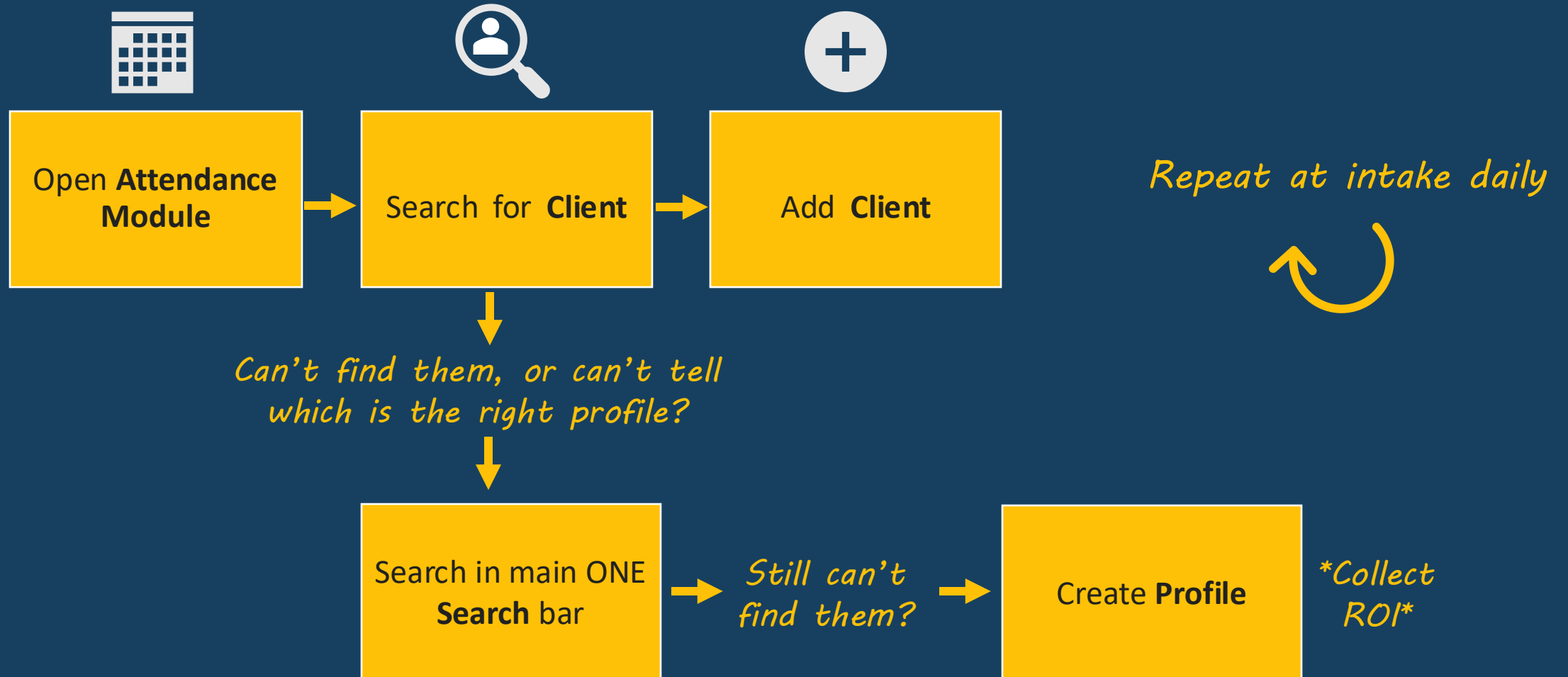
- > Attendance Module
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- > Demo
- > Changes and Corrections
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Attendance Module

-  The Attendance Module is a special tool within the ONE System that is not used at other adult shelters.
-  Specially configured for use only at Interfaith Winter Shelter.
-  You do not need to complete a program enrollment alongside the client's attendance

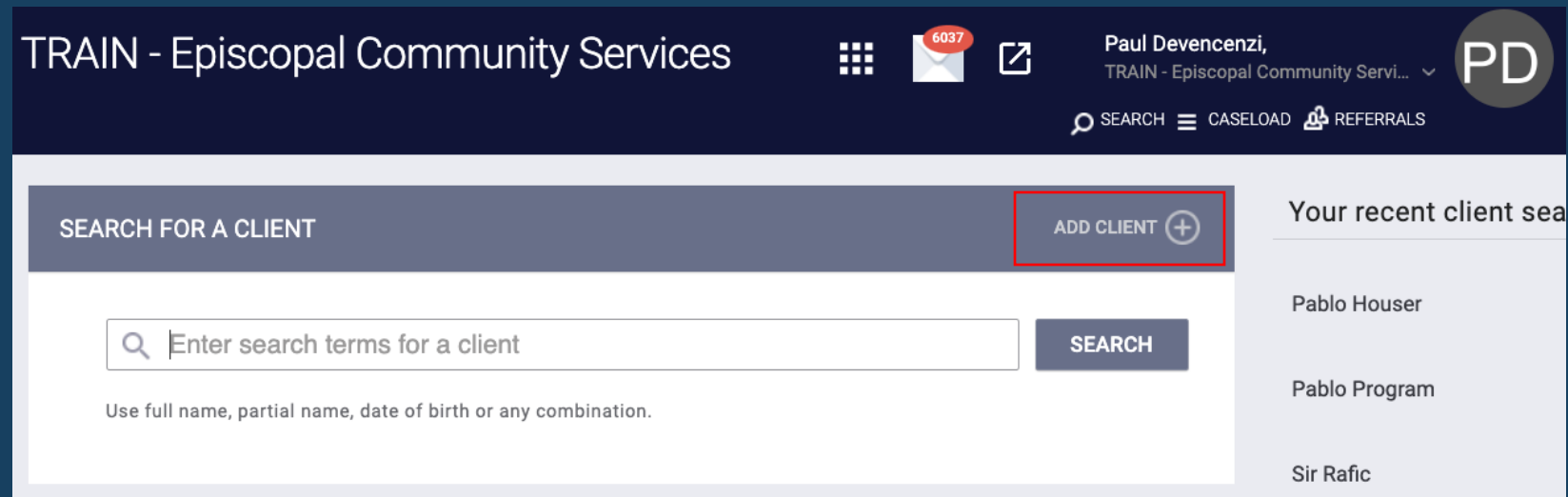


Workflow



Adding a Client into ONE

- If you are unable to find a client using the search bar, you may create a new client profile.
 - Search for a client by their name, date of birth and last 4 of their SSN before making a new profile!
- Create a new profile by clicking the *Add Client* button above the search bar on the ONE System home screen.







The screenshot displays the ONE System home screen for TRAIN - Episcopal Community Services. The top navigation bar includes the organization name, a grid icon, a notification icon with '6037', a share icon, the user name 'Paul Devencenzi', and a profile picture 'PD'. Below the navigation bar, there are links for 'SEARCH', 'CASELOAD', and 'REFERRALS'. The main content area features a search bar with the placeholder text 'SEARCH FOR A CLIENT' and a search button. To the right of the search bar is a red-bordered button labeled 'ADD CLIENT' with a plus sign icon. Below the search bar is a search input field with the placeholder text 'Enter search terms for a client' and a 'SEARCH' button. A note below the input field reads 'Use full name, partial name, date of birth or any combination.' On the right side of the screen, there is a section titled 'Your recent client sea' with a list of client names: 'Pablo Houser', 'Pablo Program', and 'Sir Rafic'.

Demo

INTERFAITH WINTER SHELTER: DAILY ATTENDANCE


Tuesday, November 26, 2024

Date 11/26/2024  Manual Scanned

In Attendance		
Clients Name	Last 4 SSN	
Bruin, Uciela	4321	
Bear, Cal	3456	
Aggie, Davis	4321	

Clients from last 1 Week		
Clients Name	Last 4 SSN	
Reno, Cory	3210	Add
Thedog, Lua	9841	Add


Client Search




Clients Name	Date of Birth	Last SSN	
Santa Barbara	02/18/1990	5113	 Add

Changes and Corrections

INTERFAITH WINTER SHELTER: DAILY ATTENDANCE


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Can change the date to revise previous records

Delete records using the trash icon

Add records the same as usual

Next Steps



Begin tracking attendance at launch: **Monday, Nov. 25th**



Questions?