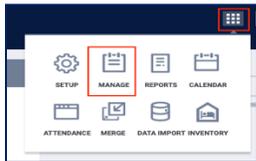


Quick Guide: Updating Units and Buildings



Updating Units and Buildings Access from the Manage Icon

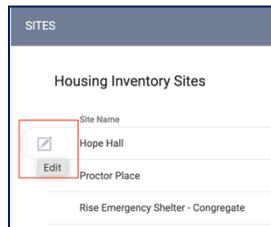
1. Click on *Launchpad* then *Manage*



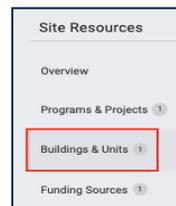
2. Click on *Sites* Tab then *Housing Inventory*



3. Click *edit* next to the Site Name



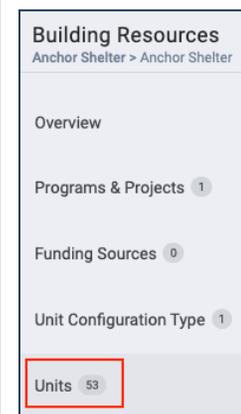
4. Click on *Buildings & Units*



5. Click on *edit* next to the Building Name

6. Update information on the building screen that needs correcting.

7. Click on *Units* on the right sidebar



8. Update information on the unit screen that needs correcting.

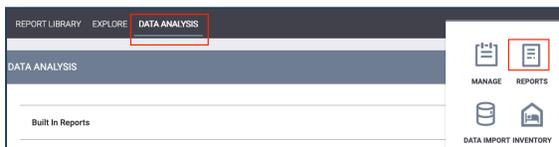
Updating Units and Buildings

Access from the Properties of Units Report

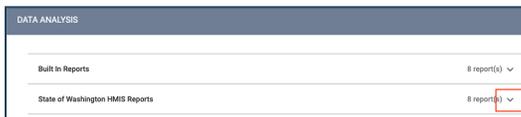
1. If you have Additional Agency access, make sure you're logged in under the agency listed on the report for that unit.

	Unit Agency Name	Building Name
1	Abused Deaf Womens Advocacy Services	ADWAS Shelter
2	Abused Deaf Womens Advocacy Services	ADWAS Shelter
3	Abused Deaf Womens Advocacy Services	ADWAS Shelter
4	Abused Deaf Womens Advocacy Services	ADWAS Shelter
5	Abused Deaf Womens Advocacy Services	ADWAS Shelter
6	Abused Deaf Womens Advocacy Services	ADWAS Shelter

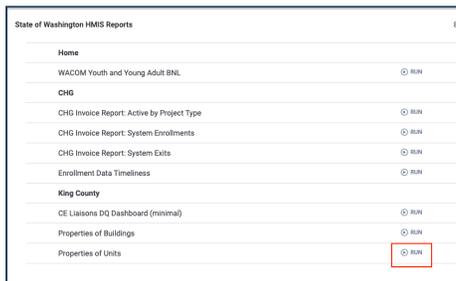
2. Open the *Properties of Units Report* by clicking the *Launchpad > Reports > Data Analysis*.



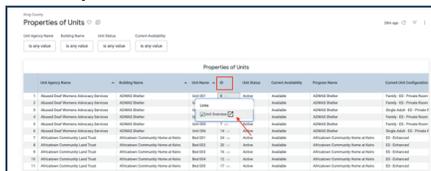
3. Click the dropdown next to State of Washington HMIS Reports.



4. Click *Run* for the *Properties of Units Report*.



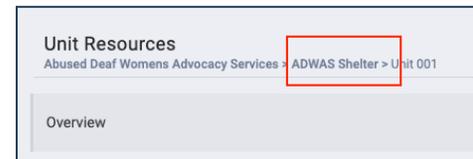
5. Click on the *Direct Unit Link* to open the unit.



6. Update anything on the unit screen that needs to be corrected.

7. Click on *Building Name* under *Unit Resources*.

Note: Order listed is Site Name, Building Name, Unit Name



8. Update information on the building screen that needs correcting.