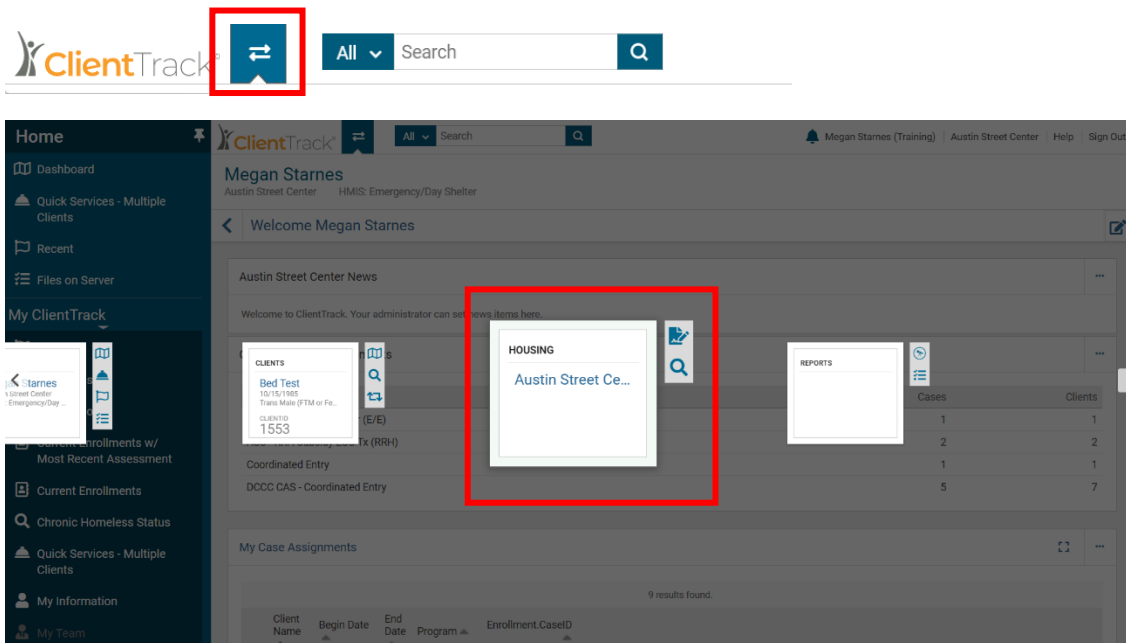


# Bed/Unit Check-in (TH/RRH/PSH)

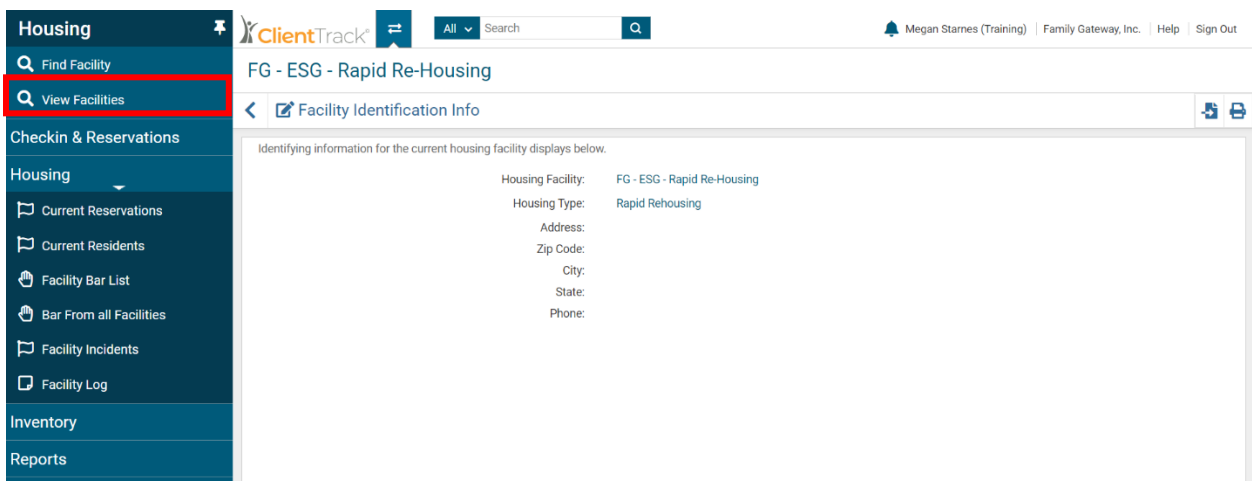
## Tutorial Video

To check a client into a bed or unit, they must have an active enrollment in your program. Immediately after recording a housing move-in date for the client, check the client into the bed/unit.

1. After recording the housing move-in date, navigate to your Housing workspace.



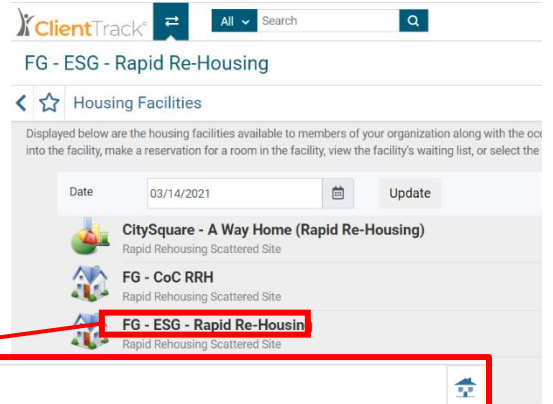
2. Click View Facilities to see your list of facilities.



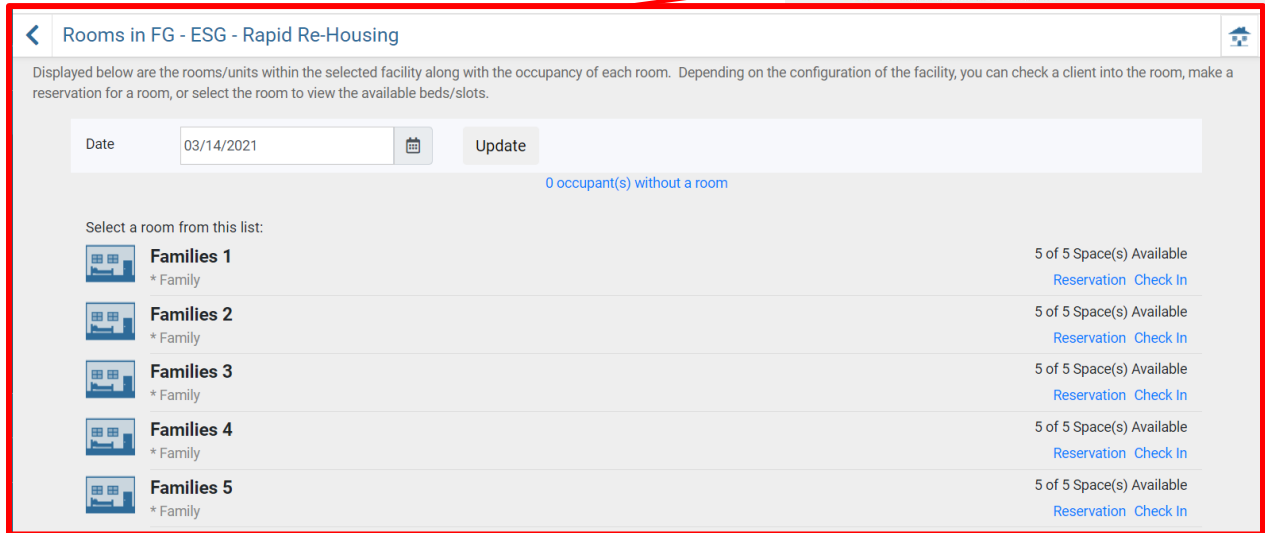
## Facility Room Check-in

**NOTE: Skip to page 4, step 4 for Scattered Site unit check in**

- Click on the facility name to see a list of rooms/units in that facility. Rooms and Units may display differently.

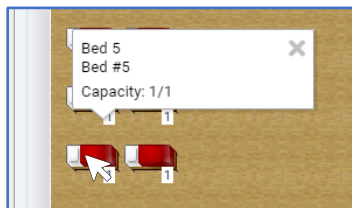
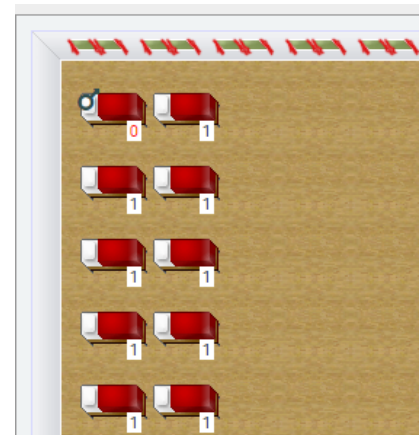


## Facility Rooms in List View

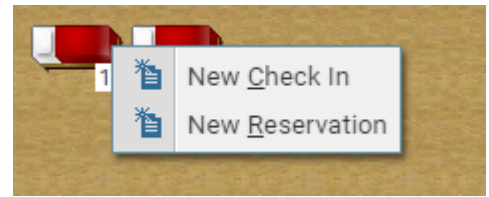


- Click the room name to see available beds in that room.

- The number under the bed shows the capacity for that bed.
  - 0 – bed is occupied (see image to the right)
- Hover over a bed with your cursor to see the bed number and capacity (see image below).



3b. Right click on a bed to reserve or check a client in to that bed.



3c. Review the Facility, Room, Bed, and Check-in Date in the pop-up window for accuracy.

- i. Search for your client in the system and select their enrollment in your program.
- ii. NOTE: If the client is not in the system or does not have an enrollment in your program, those must be completed before checking the client into a bed.

Check In

+ Shelter Check In

Complete the following information for the check in.

Facility: \* Austin Street Center

Room: Men Program Alternate #1

Bed: Bed #5 #5

Check-in Date: \* 01/31/2021

Chore: -- SELECT --

Storage/Locker: [Search]

Client: \* [Search]

Birth Date:

Gender:

Enrollment: \* -- SELECT -- [Info]

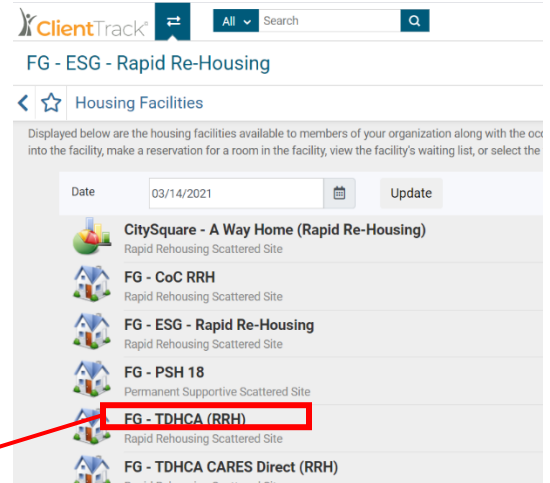
Client Must be on Bottom Bunk:

Save Cancel

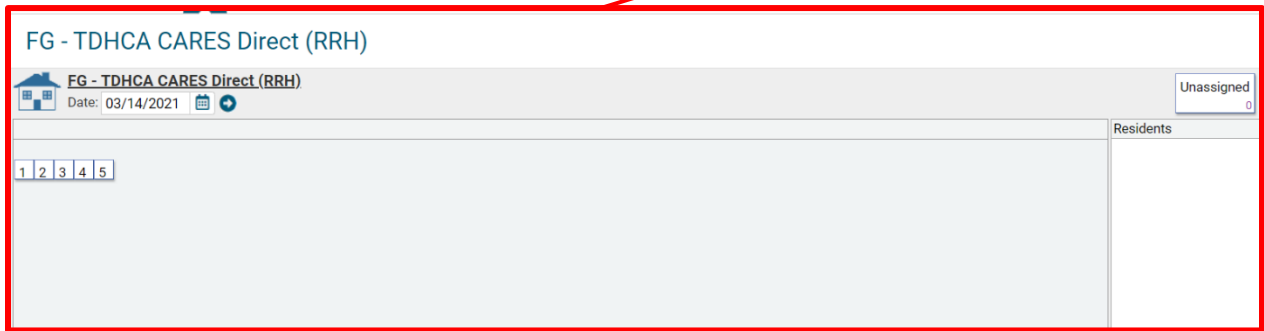
3d. Once all the required fields are completed accurately, click Save.

### Scattered Site Unit Check-in

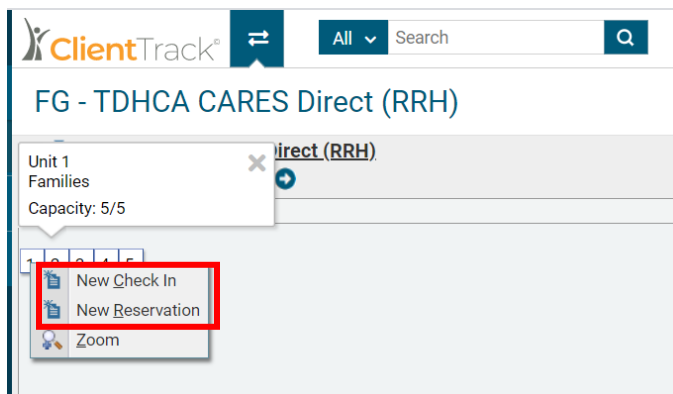
- Click on the facility name to see a list of rooms/units in that facility. Rooms and Units may display differently.



### Scattered Site Unites in Block View



- Right click on a unit to reserve or check a client in to that bed.



- 4b. Review the Facility, Room, Bed, and Check-in Date in the pop-up window for accuracy.
  - i. Search for your client in the system and select their enrollment in your program.
  - ii. NOTE: If the client is not in the system or does not have an enrollment in your program, those must be completed before checking the client into a bed.

Check In

+ Shelter Check In

Complete the following information for the check in.

Facility: \* Austin Street Center

Room: Men Program Alternate #1

Bed: Bed #5 #5

Check-in Date: \* 01/31/2021

Chore: -- SELECT --

Storage/Locker: [Search]

Client: \* [Search]

Birth Date:

Gender:

Enrollment: \* -- SELECT -- [Info]

Client Must be on Bottom Bunk:

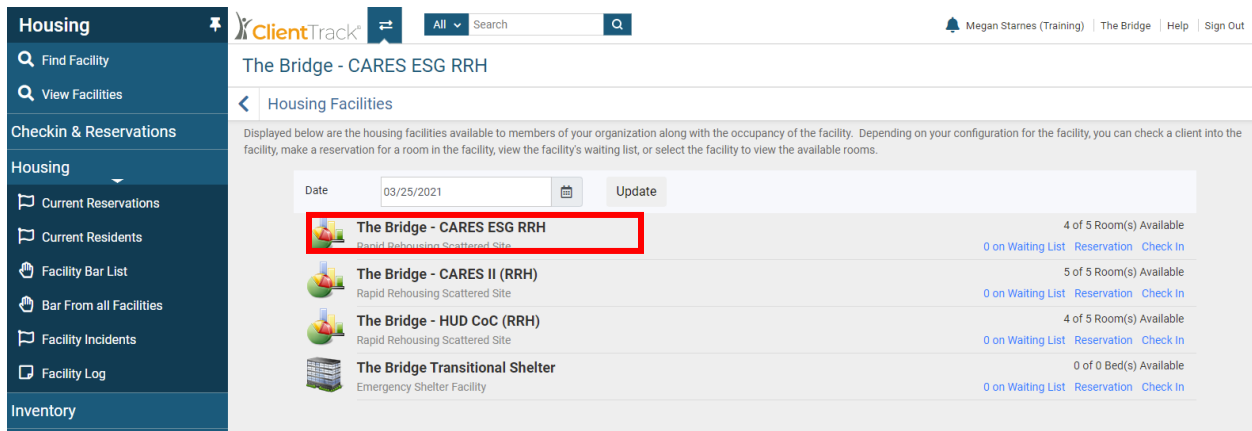
Save Cancel

- 3d. Once all the required fields are completed accurately, click Save.

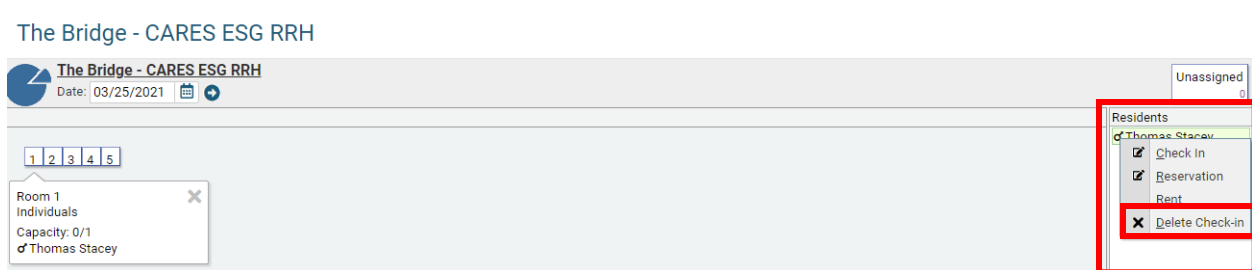
## Moving a Client to a Different Unit

If you have accidentally placed your client into the wrong bed or unit, you can move the client into the correct unit easily with the following steps.

1. Navigate to your Housing Workspace
2. Click View Facilities and choose the facility where the client is checked in



3. Select the unit where the client is currently checked in
4. Right click on client's name on the right side and select Delete Check-in



5. Navigate back to the facility and check the client into the correct unit