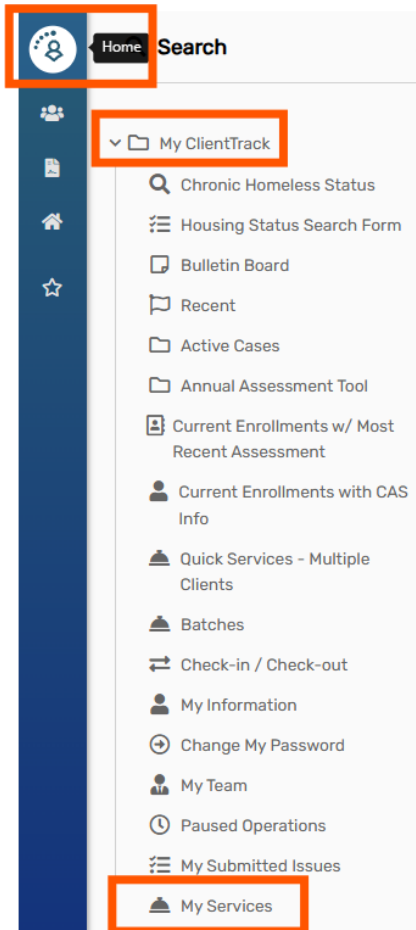


Removing a Service

A service should only be deleted if it was created in error.

Navigate to your **Home Workspace**, click **My ClientTrack** and then select **My Services** from the menu.



You will be taken to the My Services page where you can filter by Client ID, Service, and Service Date. By default, search results will be limited to services recorded today.

3. **Enter the information needed** to find the service you are needing to delete. Click **Search**

Search

Home / Services Admin

HMIS: HMIS Programs

My Services

Client ID:

Service: -- SELECT --

Service Date: MM/DD/YYYY

Created By: Your name here

Search

After clicking Search, you'll see a list of services that match your search criteria. Each record displays Enrollment Program and Enrollment date associated with the service, Client ID, Service, and Service Date.

4. To delete a service record, click the **"x"** to the left of the service record.

My Services

Client ID:

Service: -- SELECT --

Service Date: MM/DD/YYYY

Created By: Your Name Here

Search

20 results found.

	Enroll Date	Program Name	Client ID	Service	Service Date	Created By
☒	06/15/2023	ASC - Emergency Shelter (E/E)	72128	Bed night	06/15/2023	Your Name Here
☒			72128	Bed night	06/15/2023	Your Name Here
☒	03/09/2023	A/N 2 - Daire Center (Day Shelter)	72128	30 day Follow up	06/13/2023	Your Name Here

5. You'll then see a pop-up asking you "Delete Service Record?". Click **"Yes"** to confirm.

Service Date: MM/DD/YYYY

Delete Service Record?

Yes No

Date: 2023

ASC - Emergency Shelter (E/E)

72128 Bed night