

---

# HMIS Support Manual - How To Use The "Enter Data As" Function in HMIS

---



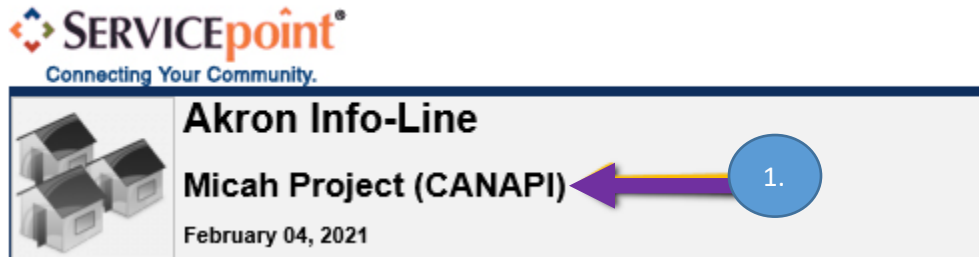
**Summit County, Ohio  
Homeless Management Information System**



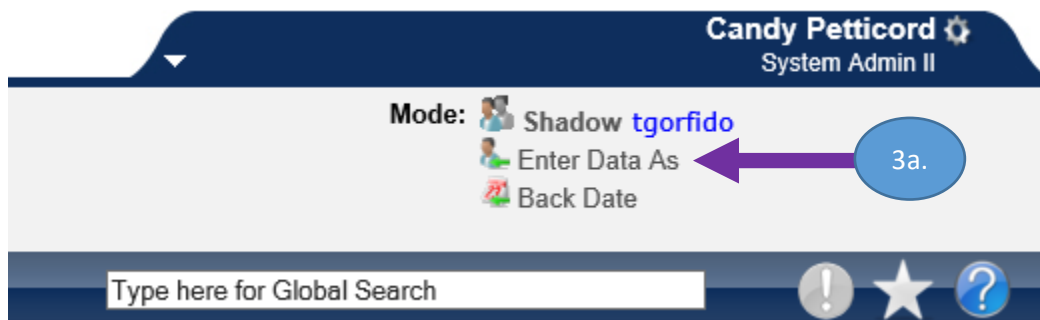
# HOW TO USE THE “ENTER DATA AS” FUNCTION IN HMIS

## Logging onto your Provider Program using the “Enter Data As” Function

1. Whenever you log into HMIS, your Dashboard will display your default or “Umbrella” agency, which will be the agency you will “Enter Data As”.
  - a. In this example, the default agency is Micah Project (CANAPI)



2. If your Client will be moving from program to program within the same agency, it is necessary to enter their data at the agency level and simply designate the program on all Entry/Exit forms and Services.
  - a. Please be sure to make this decision before beginning data entry and then be consistent. This may make a difference in the data that is shared between programs at your agency.
3. If you are working with different providers within your agency, you may need to change to a different provider for your Client.
  - a. To change your provider, click the “Enter Data As” option located in the upper right-hand corner of your Main Dashboard screen:



b.





## HOW TO USE THE “ENTER DATA AS” FUNCTION IN HMIS

I hope you found this manual helpful. 😊 Please feel free to reach out to me with any questions:

**Candy Petticord,**

*Support Specialist, Homeless Management Information System (HMIS)*

[cpetticord@uwsummit.org](mailto:cpetticord@uwsummit.org)