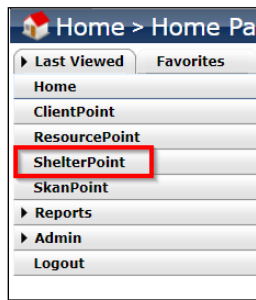


Checking-Out Shelter Clients Using SkanPoint

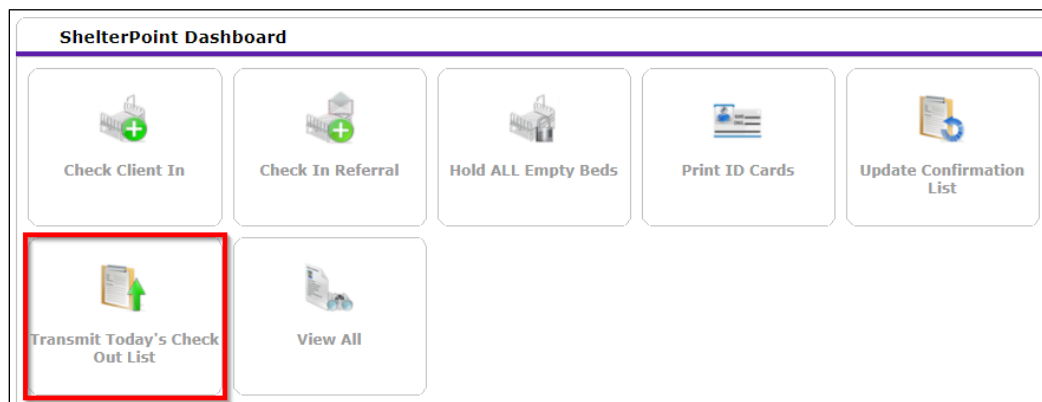
1. Log in to HMIS.
2. Click on the **ShelterPoint** module.



3. Click on the **Provider** drop-down and select the appropriate program.

View Shelter Inventory		
Provider *	MACH-Oliver Gospel Toby's Place Pre-Program-ES (16370) ▼	Check Unit Availability
Unit List *	Toby's Place Pre-Program ▼	Submit
Type	Emergency Shelter	

4. Sections automatically appear in the **ShelterPoint Dashboard**.





5. The **Check Out List** screen displays.

Make the following selections:

- **Current Check Out Date:** Enter the date that the group of clients are checking out.
- **Time:** Enter the time that the night-by-night clients check-out each day.

Check Out	Client ID	Client Name	Group ID	Unit	Date Out / Reason For Leaving / Destination	Supplies Returned
<input type="checkbox"/>	343783	Test, Bubba		Bed 002	03/24/2022 12:10:20 PM	<input type="checkbox"/>
<input type="checkbox"/>	338871	Test, David Samuel		Bed 001	03/24/2022 12:10:20 PM	<input type="checkbox"/>

6. Click the **Set Dates** button. This updates the check out date and time for all clients.

7. Click the check box beside each of the clients you wish to check out.

NOTE: If you are checking out all clients currently checked-in the program, you may click the **Check All** button.

Check Out	Client ID	Client Name	Group ID	Unit	Date Out / Reason For Leaving / Destination	Supplies Returned
<input type="checkbox"/>	343783	Test, Bubba		Bed 002	03/24/2022 12:10:20 PM	<input type="checkbox"/>
<input type="checkbox"/>	338871	Test, David Samuel		Bed 001	03/24/2022 12:10:20 PM	<input type="checkbox"/>

8. Click the **Check Out** button.

9. To double-check that the client shelter.



Check Out List

Current Check Out Date 03 / 24 / 2022 7 : 00 : 00 AM Set Dates

Check Out	Client ID	Client Name	Group ID	Unit	Date Out / Reason For Leaving / Destination	Supplies Returned
<input checked="" type="checkbox"/>	343783	Test, Bubba		Bed 002	03 / 24 / 2022 7 : 00 : 00 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	338871	Test, David Samuel		Bed 001	03 / 24 / 2022 7 : 00 : 00 AM	<input type="checkbox"/>

Check All Uncheck All

Future Check Out List

Future Check Out Date 03 / 24 / 2022 12 : 10 : 20 PM Set Dates

Check Out	Client ID	Client Name	Group ID	Unit	Date Out / Reason For Leaving / Destination	Supplies Returned
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Check All Uncheck All

Check Out Cancel

10. If the clients have returned their supplies, check the **Supplies Returned** checkbox beside the specific clients.

Check Out List

Current Check Out Date 03 / 24 / 2022 7 : 00 : 00 AM Set Dates

Check Out	Client ID	Client Name	Group ID	Unit	Date Out / Reason For Leaving / Destination	Supplies Returned
<input type="checkbox"/>	343783	Test, Bubba		Bed 002	03 / 24 / 2022 12 : 10 : 20 PM	<input type="checkbox"/>
<input type="checkbox"/>	338871	Test, David Samuel		Bed 001	03 / 24 / 2022 12 : 10 : 20 PM	<input type="checkbox"/>

Check All Uncheck All

11. Click the **Check Out** button.

Check Out Cancel

12. The screen returns to the **View Shelter Inventory** screen.