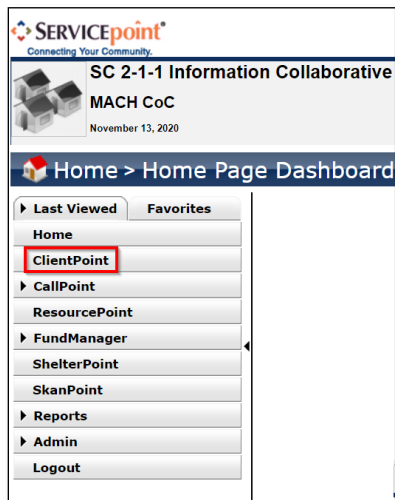# HMIS - How to View a Service Transaction

1. Log into **HMIS**. The **Home Page Dashboard** displays.

2. Click on the **ClientPoint** module.

3. Search for the client through entering data in the fields under the **Client Search** or **Client Number** tabs.

  3a. If you use the **Client Search** tab:

  1. Enter the client's data (primarily use the SSN and full name fields).
  2. Click the **Search** button.
  3. Locate the client's data in the **Client Results** grid.
  4. Click the client's name to access their record. The **Back Date Mode** pop-up displays.

3b. If you enter data under the **Client Number** tab:

     1. Enter the **Client ID**.

     2. Click the **Submit** button. The **Back Date Mode** pop-up displays.

4. When the **Back Date Mode** pop-up displays, make the appropriate selection by clicking the **Set New Back Date** button or the **Current System Date** button. Once a selection is made, the pop-up disappears and the client's record displays.

5. Click on the **Service Transactions** tab, then click on the **View Entire Service History** button.

6. The screen automatically displays the **Entire Service History** tab. View a list of the Needs and Services on the client's file.