

Columbia IWC: How to Check-In IWC Clients Using SkanPoint

1. Click on the **SkanPoint** module.



2. Click on the Add Shelter Stay tab.



- 3. In the Select Shelter Provider drop-down, choose MACH-Transitions/City of Columbia IWC ES (133)
- 4. The **Select Unit List** drop-down automatically changes to **IWC Beds**.



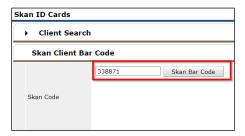
5. In the **Start Date** field, enter the date of the first night the client is staying at the IWC for the season. In the **Start Time** field, enter the time as **6:15 PM**.



NOTE: The IWC entry/exit is always 6:00 PM, so the IWC shelter stay check-in time is always 6:15 PM.

Example: If the client's first night staying at the IWC is enter the shelter stay **Start Date/Time** as 12/2/2020, select that date at 6:15 PM.

- Click the Start Skan button.
- The Skan ID Cards pop-up displays.
 You may locate the client via 2 methods: the Skan Client Bar Code tab or the Client Search tab
 - a. To use the Skan Client Bar Code tab (default option):
 - 1. Enter the Client ID in the open Skan Code field.
 - Click the Skan Bar Code button.



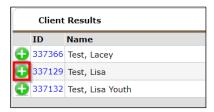
- b. To use the Client Search tab:
 - 1. Click the Client Search tab. The Search Options tab displays.
 - Enter client data in the search fields.



3. Click the **Search** button.



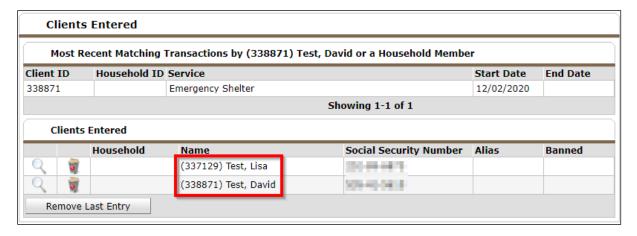
- 4. Search results display under the Client Results tab.
- 5. Click the **green +** icon next to the client's ID.



8. The client's data automatically displays under the **Clients Entered** tab. This means that the client has been successfully checked in.

NOTES:

- You may enter multiple client IDs at one time.
- If you accidently entered the wrong ID number, click the trash can next to the magnifying glass.



9. To view a client's shelter stay history, go to **ClientPoint**, enter the client's name or Client ID, and view their shelter stay history.

