

My ClientTrack: Folder

My ClientTrack contains the following subfolders:

- Active Cases: Subfolder
- Recent: Subfolder
- Chronic Homeless Status: Subfolder
- Current Enrollments: Subfolder
- My User Configuration: Subfolder
- Paused Operations: Subfolder
- My Submitted Issues: Subfolder

Steps to Navigate to the “My ClientTrack” Folder Menu

Step 1: Navigate to the Home Workspace*.

*To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the “HMIS Basic User 2025 Manual”.

Step 2: Select the “My ClientTrack” secondary sidebar* menu option.

*For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.

The screenshot displays the HMIS ClientTrack interface. On the left is a dark blue sidebar with a search icon at the top. Below the search icon are icons for a user, a folder, and a star. The main navigation menu lists: User Dashboard, Standard Reports, My ClientTrack (highlighted with a blue arrow), Current Enrollments, My User Configuration, Paused Operations, My Submitted Issues, and HMIS Reports. The 'My ClientTrack' folder is expanded, showing sub-items: Active Cases, Recent, Chronic Homeless Status, Current Enrollments, My User Configuration, Paused Operations, and My Submitted Issues. The main content area shows a welcome message for 'training trainer' and a bulletin board with 'HMIS Office Hours' information. Below the bulletin board is a table titled 'Current Program Enrollments'.

ProgramName	Cases	Clients
CDBG-CV CE Enhancement	5	6
CDBG-CV Housing Problem Solving	12	12

My ClientTrack