ID Card: Subfolder

For information on Client ID Cards, please email the HMIS Administration team at hmis@changinghomelessness.org .

Print Out Temporary Client ID

Temporary Client ID cards that will be recognized by the scanners used in shelters are available to print.

<u>Steps to Navigate to the "ID Card" Subfolder Menu</u>

Step 1: Select the appropriate client profile via Quick Search*, Find Client: Folder**, or through selecting a client profile through other methods available through ClientTrack. By selecting a client profile, ClientTrack will navigate to the "Client Workspace".***

** For instructions on how to perform a Quick Search, see Chapter 2: Navigating in ClientTrack/General Navigation/Home Screen/*Quick Search *in the* "HMIS Basic User 2025 Manual".

*** For instructions on how to perform a Find Client search, see Chapter 4: Client Workspace: Menu options, Folders, and Subfolders/Find Client: Folder/*Search for Clients Using "Find Client" *in the* "HMIS Basic User 2025 Manual".

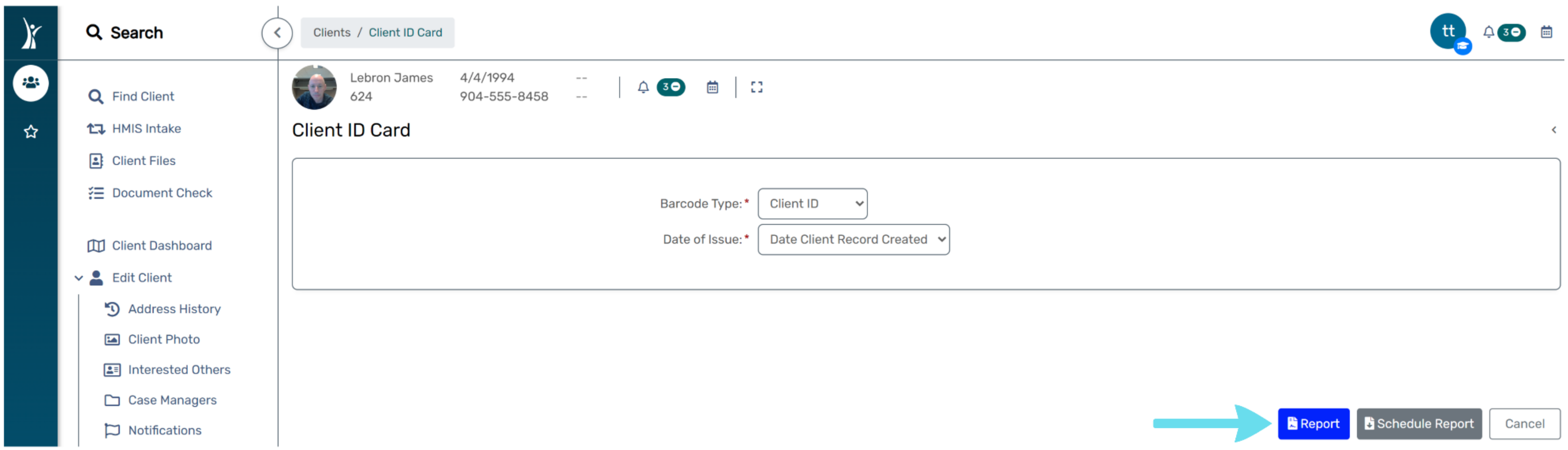
**** To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/*Workspaces *in the* "HMIS Basic User 2025 Manual".

Step 2: Select the "Edit Client" secondary sidebar* menu option. ClientTrack will navigate to the "Client Information" workspace container.

**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".

Step 3: Select the “ID Card” secondary sidebar menu option from the “Edit Client” dropdown menu. ClientTrack will navigate to the “Client ID Card” page.

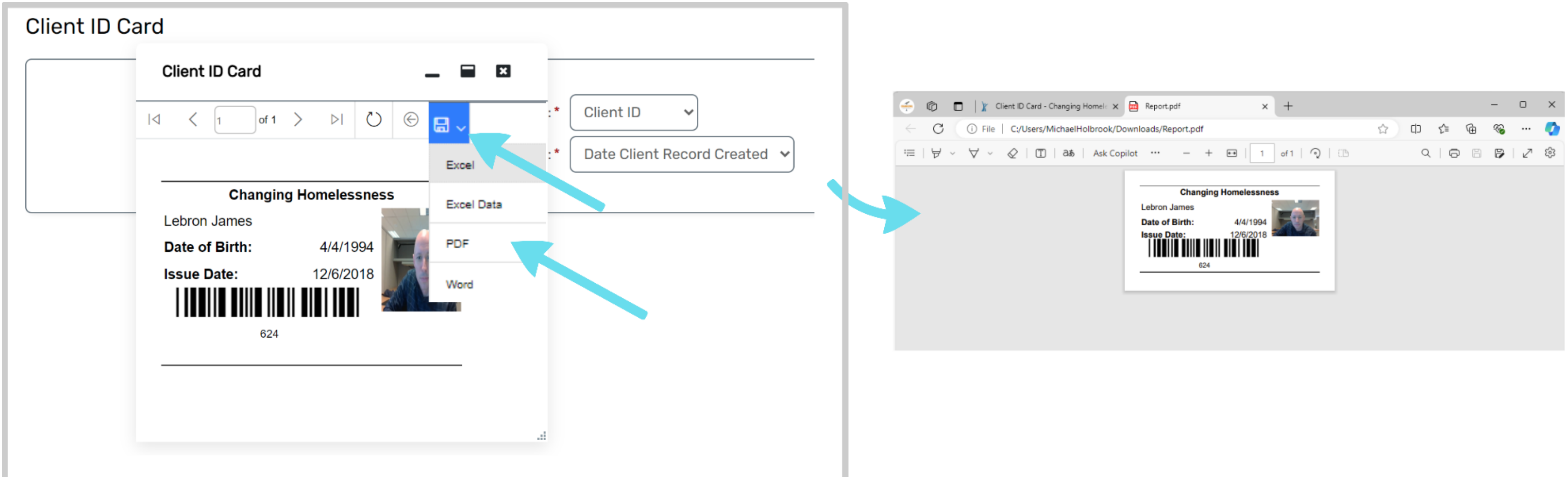
Step 4: Click “Report” without changing any default settings.



Client ID Card - Report

Step 5: A pop-up window that generates the temporary Client ID card will appear. Click the save icon and choose your export format.

Step 6: Print the Client ID out from exported destination program.



Client ID Card - Print