

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.

Steps to Navigate to the “ID Card” Subfolder Menu

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.

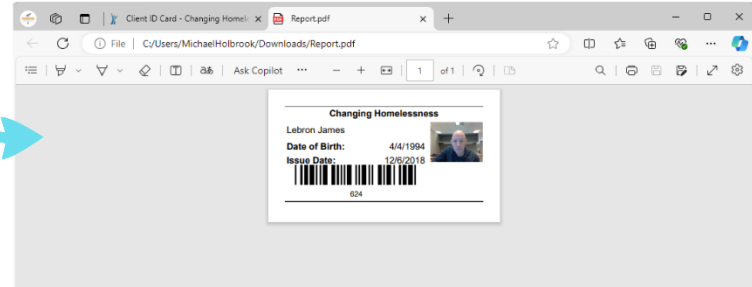
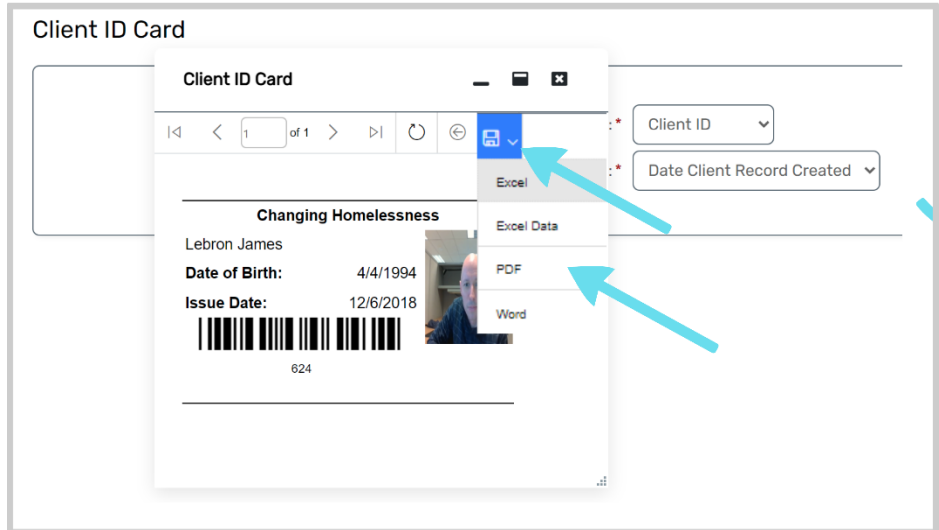
Step 4: Click “Report” without changing any default settings.

The screenshot displays the ClientTrack interface for a Client ID Card. The left sidebar contains navigation options such as 'Find Client', 'HMIS Intake', 'Client Files', 'Document Check', 'Client Dashboard', and 'Edit Client'. The main content area shows the client's profile for LeBron James, including a photo, name, and contact details. Below the profile, there are two dropdown menus: 'Barcode Type' set to 'Client ID' and 'Date of Issue' set to 'Date Client Record Created'. At the bottom right, there are three buttons: 'Report' (highlighted with a red arrow), 'Schedule Report', and 'Cancel'.

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