Paused Operations: Subfolder

This menu option allows you to see which operations (Workflows) you have paused. Errors occur easily when a new Workflow is started when an existing paused Workflow for that client exists.

To learn more about Pausing a workflow, refer to - Chapter 5 in the HMIS Basic User 2025 Manual: Basics of Entering Data into ClientTrack/Pausing a Workflow

Steps to Navigate to the "Paused Operations" Subfolder Menu

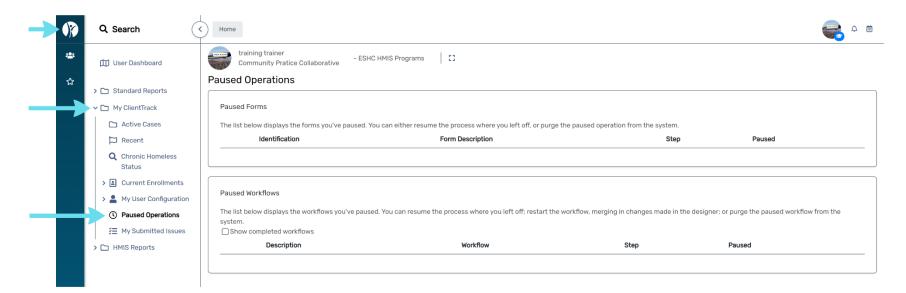
Step 1: Navigate to the Home Workspace*.

*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. A dropdown menu will appear under the "My ClientTrack" folder.

*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 "Paused Operations" secondary sidebar menu option. ClientTrack will navigate to the "Paused Operations" workspace container.



Paused Operations