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

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Paused Operations

Paused Forms

The list below displays the forms you've paused. You can either resume the process where you left off, or purge the paused operation from the system.

Identification	Form Description	Step	Paused

Paused Workflows

The list below displays the workflows you've paused. You can resume the process where you left off; restart the workflow, merging in changes made in the designer; or purge the paused workflow from the system.

☐ Show completed workflows

Description	Workflow	Step	Paused

Paused Operations