

## Client Workspace: Menu Options, Folders, and Subfolders

This section goes over many of the “Menu Options” available to you while you are in the “Client 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”.*

### **Client Workspace Folders:**

- Find Client: Folder
- HMIS Intake: Folder
- Client Files: Folder
- Document Check: Folder
- Client Dashboard: Folder
- Edit Client: Folder
- Case Notes: Folder
- Assessments: Folder
- Referrals: Folder
- Services: Folder
- Enrollments: Folder
- Family Members: Folder

Search

Find Client

HMIS Intake

Client Files

Document Check

Client Dashboard

Edit Client

Case Notes

Assessments

Referrals

Services

Enrollments

Family Members

HMIS 2017 Veteran Information

Clients / Mike Robinson's Dashboard

Mike Robinson 1/1/1960 -- -- | | |

Mike Robinson's Dashboard

Mike Robinson's Information

Name: Robinson, Mike

Birth Date: 1/1/1960

Age: 64

Gender: Man (Boy, if child)

Race: Asian or Asian American

Veteran: Yes

Mike's Enrollments

1 result found.

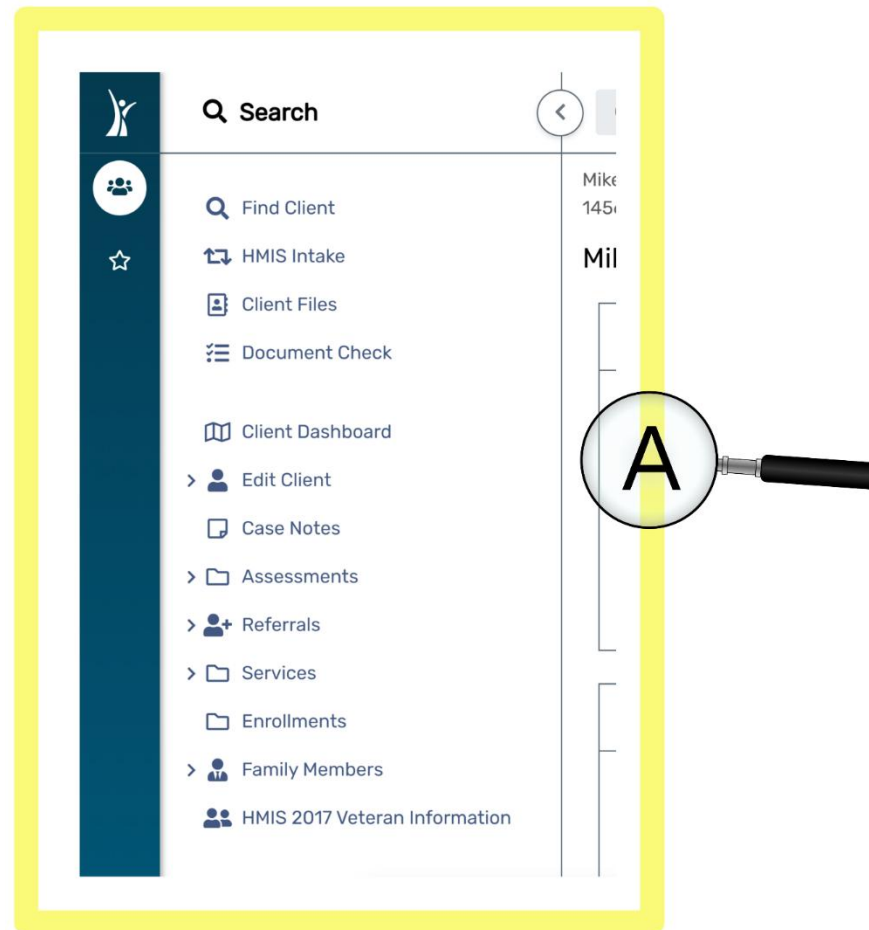
Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Exit Date	Exit Destination	Organization	Last Assessment Completed
FL-510 Duval/Clay/Nassau Rapid Re-Housing	1	08/01/2024				Community Praticce Collaborative	08/01/2024

Mike's Services

1 result found.

Date	Service	Units	\$ Total	Organization
08/01/2024	Case Management	11.00	\$96.25	Community Praticce Collaborative

Client Workspace 1



*Client Workspace Secondary Sidebar Folders 2*