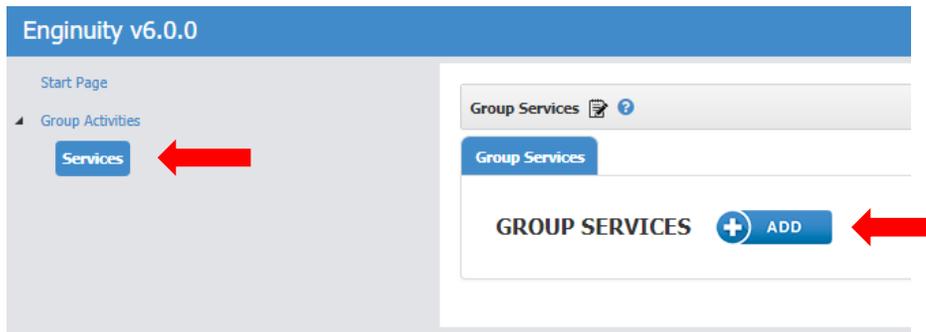


Quick Reference: Group Services (Swipe Card)

To provide services to a whole group of people in your program at the same time, using a scanner and swipe cards or manually, follow these instructions:

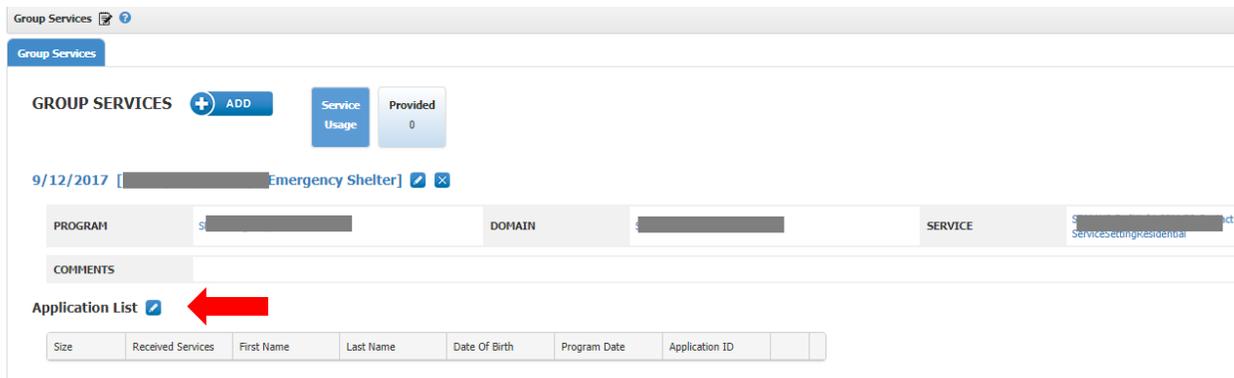
Login to Adsystem and navigate to Group Activities → Services



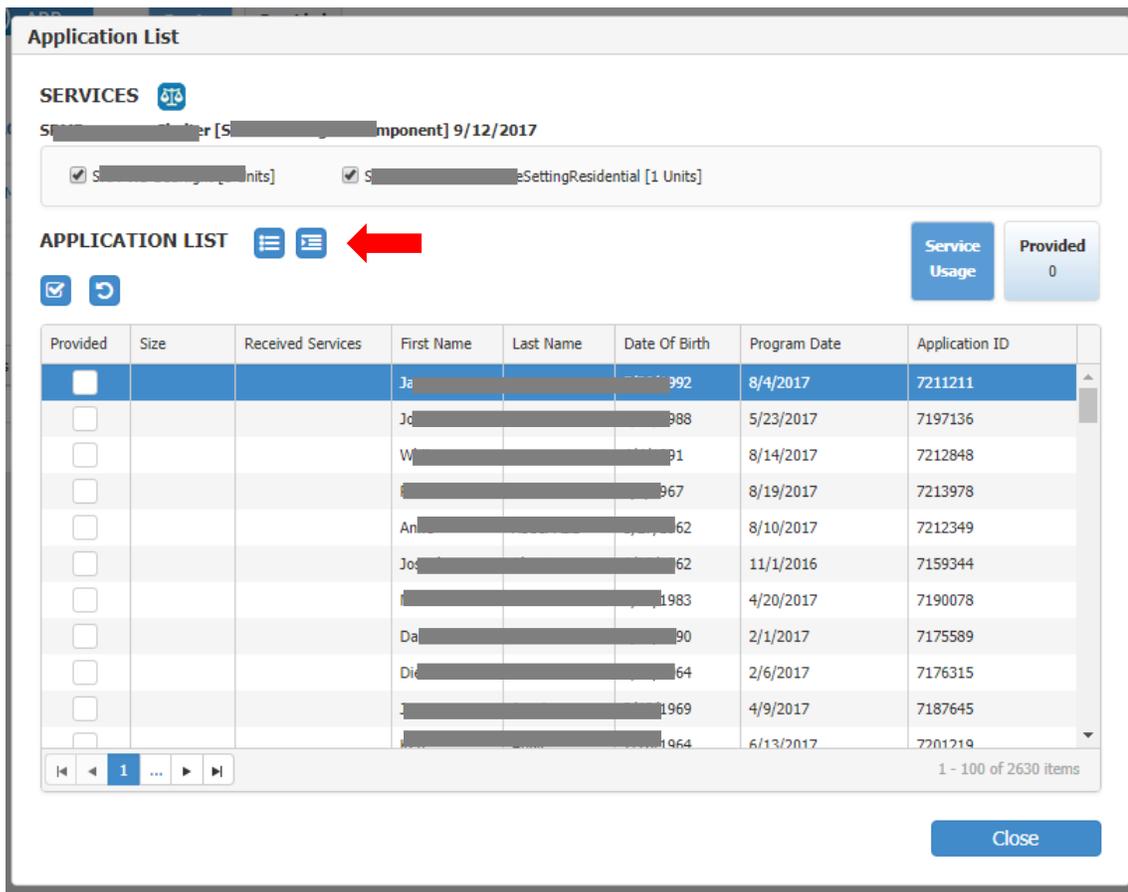
Each scan/swipe session will start with adding a Group Service, so click “ADD” then fill out the pop-up with Program, Domain, Date, Staff, and Location:

The screenshot shows the 'Group Services' pop-up form. It contains several input fields: 'Program*', 'Domain*', and 'Date*' (with a calendar icon). Below these are 'Staff', 'Status', and 'Location Of Contact'. There is also an 'Outcome Target Achieved' dropdown and a 'Comments' text area. The 'SERVICES PROVIDED' section includes a 'Location' dropdown (set to 'Emergency Shelter'), a 'Services Daily Limit' dropdown, and a table of services. The table has columns for a checkbox, a service name, and a quantity. Two services are listed, both with checked boxes and a quantity of 1. Red arrows point to the checkboxes. At the bottom are 'Save' and 'Close' buttons.

Make sure you put a check mark by all of the available services that you want to include. Click Save then Close.

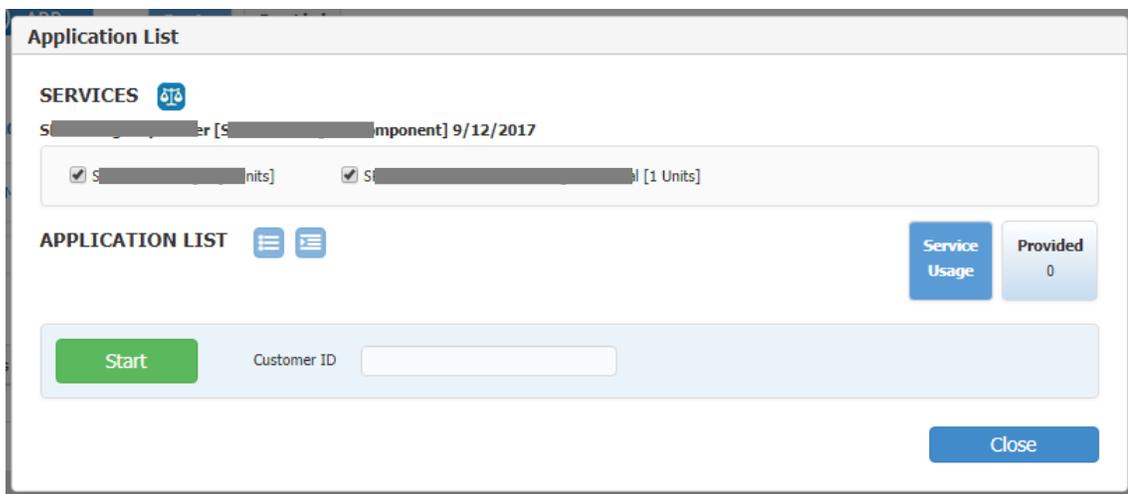


You have now set up the swipe session. Now click on the edit (pencil) by “Application List” to add clients.



To begin scanning, click on the “swipe read” button. The client list that is showing is everyone that is currently enrolled in your program. (You can “manually” click in the “provided” column to provide the services instead of scanning if you want.)

While making sure that all appropriate services are still checked at the top of the pop-up, you can click “Start” to begin scanning.



You can also type in the client ID in the box to do the same thing as scan.

When you scan a client, the system will load the entire household who are enrolled. If you need to remove one or more household members, you’ll have to stop the scanning process, and uncheck the names who are not spending the night.

When you are done scanning, you can close the window and then review the list of clients who are getting the service.

Application List

SERVICES 

[Service] [Component] 9/12/2017

[Service] [Component] [1 Units]

APPLICATION LIST  

Service Usage: Provided 4

Provided	Size	Received Services	First Name	Last Name	Date Of Birth	Program Date	Application ID
<input checked="" type="checkbox"/>	1 of 1 	SF			7/9/1967	8/19/2017	7213978
<input checked="" type="checkbox"/>	1 of 1 	SF		r.	5/12/1983	4/20/2017	7190078
<input checked="" type="checkbox"/>	1 of 1 	SF		mann	3/29/1964	2/6/2017	7176315
<input checked="" type="checkbox"/>	1 of 1 	SF			2/12/1969	4/9/2017	7187645

1 - 4 of 4 items

Close

You can click on the “show select only” button to only see the ones with check marks for this service. Or, “show all” to see all those enrolled whether or not they are getting this service. When you are all done, you can click “close.”

Once you have entered a Group Service, you can find that one or any subsequent ones by clicking on the “Group Services Provided” widget on the upper right of your screen.

Schedule Report Dashboard Ticket About Messages 0





You will be able to search for your Group Service by date or by the service name.

GROUP SERVICES PROVIDED

Program* Domain* Service*

[Service] [Component] [ht] Search

Program	Domain Name	Services	Start Date	Staff
[Service]	[Component]	[Service]	1/21/2018	[Staff]
[Service]	[Component]	[Service]	1/21/2018	[Staff]
[Service]	[Component]	[Service]	1/20/2018	[Staff]
[Service]	[Component]	[Service]	1/20/2018	[Staff]
[Service]	[Component]	[Service]	1/19/2018	[Staff]
[Service]	[Component]	[Service]	1/19/2018	[Staff]
[Service]	[Component]	[Service]	1/18/2018	[Staff]
[Service]	[Component]	[Service]	1/18/2018	[Staff]

Group Services Provided