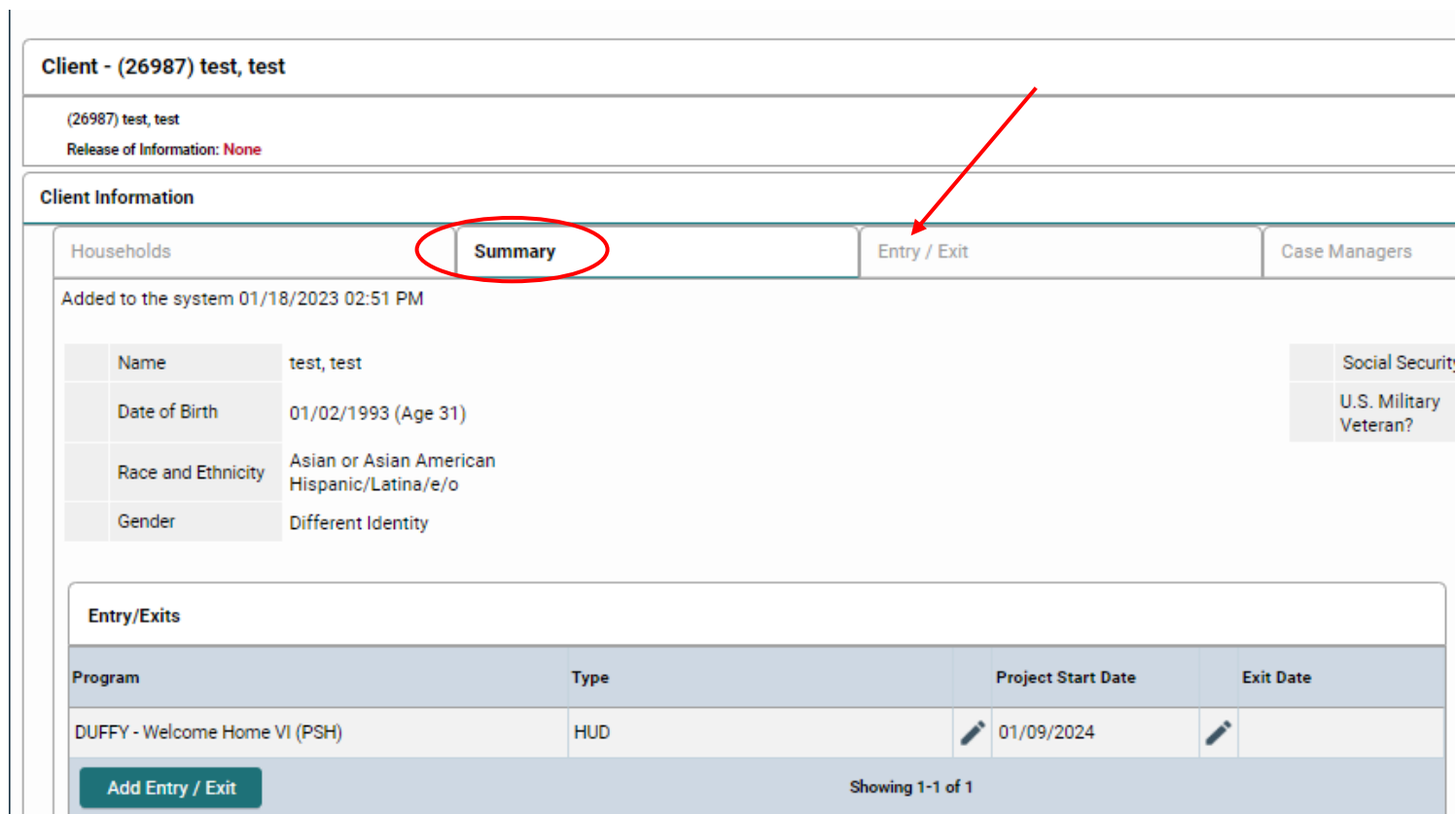


## DELETING A PROJECT ENTRY

If you find yourself in a situation where you entered a client into a project by mistake, or you entered a client into the same project twice, do not fret! There is an easy way to undo the error.

This is the view when you are on the SUMMARY tab. In order to delete the project entry, you must switch to the ENTRY/EXIT tab.



Client - (26987) test, test

(26987) test, test  
Release of Information: None

Client Information

Households **Summary** Entry / Exit Case Managers

Added to the system 01/18/2023 02:51 PM

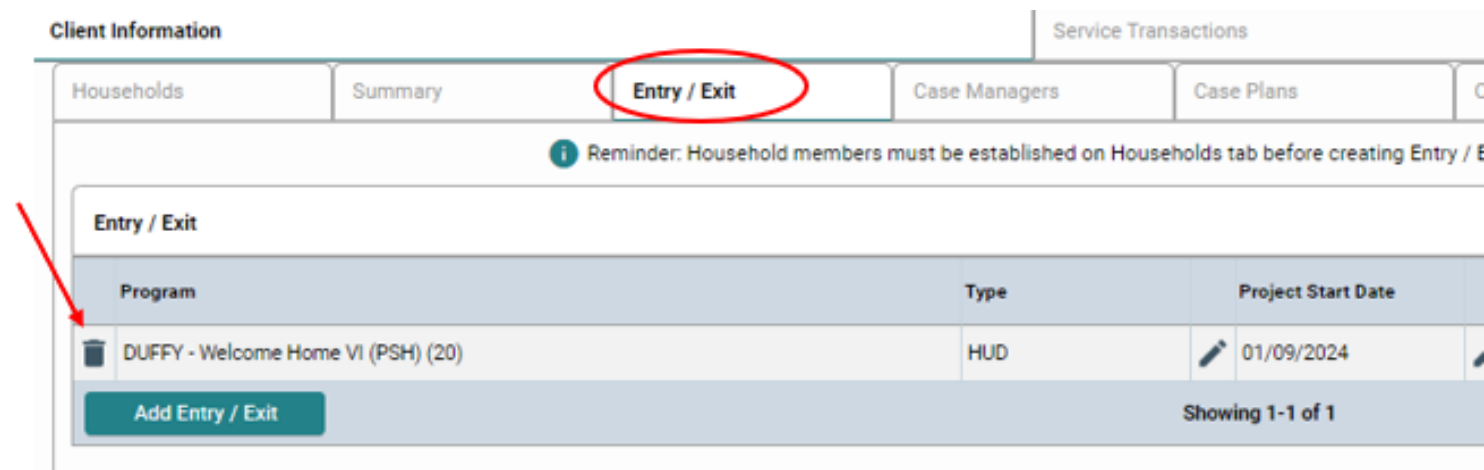
|                    |  |                        |
|--------------------|--|------------------------|
| Name               | test, test                                     | Social Security        |
| Date of Birth      | 01/02/1993 (Age 31)                            | U.S. Military Veteran? |
| Race and Ethnicity | Asian or Asian American<br>Hispanic/Latina/e/o |                        |
| Gender             | Different Identity                             |                        |

Entry/Exits

| Program                       | Type | Project Start Date | Exit Date |
|-------------------------------|------|--------------------|-----------|
| DUFFY - Welcome Home VI (PSH) | HUD  | 01/09/2024         |           |

Add Entry / Exit Showing 1-1 of 1

When you move to the ENTRY/EXIT tab, a little trashcan icon will appear beside the project name. Click on the icon.




Client Information Service Transactions

Households Summary **Entry / Exit** Case Managers Case Plans

Reminder: Household members must be established on Households tab before creating Entry / Exit

Entry / Exit

| Program  | Type | Project Start Date |
|--|------|--------------------|
|  DUFFY - Welcome Home VI (PSH) (20) | HUD  | 01/09/2024         |

Add Entry / Exit Showing 1-1 of 1

You will be asked to confirm that you want to delete the project entry. Click YES.

Please Confirm

Are you sure you want to delete this Entry / Exit (#25259)?

Yes

No

The project entry will disappear on both the ENTRY/EXIT tab...

Client Information

Service Transactions

Households

Summary

Entry / Exit

Case Managers

Case F

Reminder: Household members must be established on Households tab

Entry / Exit

Program

Type

Add Entry / Exit

No

...and the SUMMARY tab.

Client Information

Households

Summary

Entry / Exit

Added to the system 01/18/2023 02:51 PM

Name

test, test

Date of Birth

01/02/1993 (Age 31)

Race and Ethnicity

Asian or Asian American  
Hispanic/Latina/e/o

Gender

Different Identity

Entry/Exits

Program

Type

Project Start Date

Add Entry / Exit

No matches.