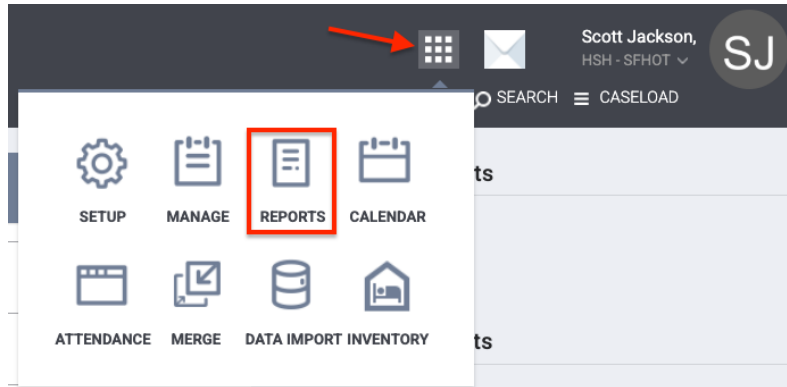


Quick Guide: Nominate Clients for Allocated Beds

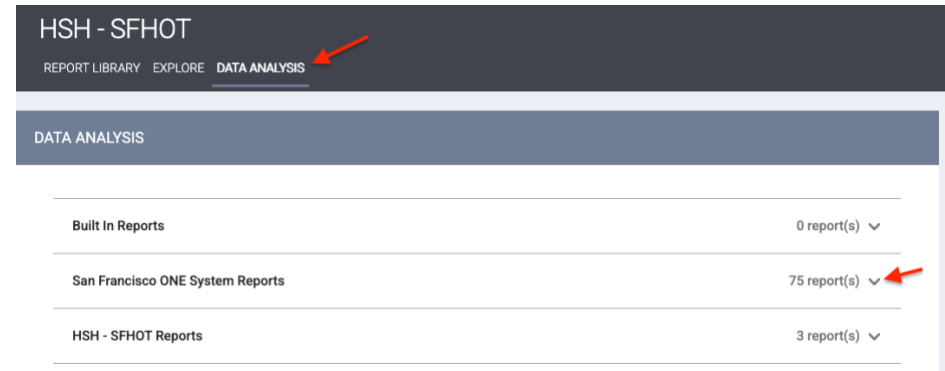


Review Daily Allocation

1. Click the launch pad and open Reports.



2. Click the Data Analysis tab, click the San Francisco System Reports section. Under the *Temporary Shelter for Adults and Youth heading, locate and run the 'Referral Partner Daily Shelter Bed Allocations' report.



3. Review the report to see beds allocated to your team. Use the filters at top to filter for the units assigned to your team. Use the circular arrow at top-right to refresh the report results.

Referral Partner Daily Shelter Bed Allocations (onesf-train)

31m ago

Refresh to update report

Referral Partner Shelter/Building Name Congregate Type Gender Accessible for Wheelchair Current Availability

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Filter to your team's allocation

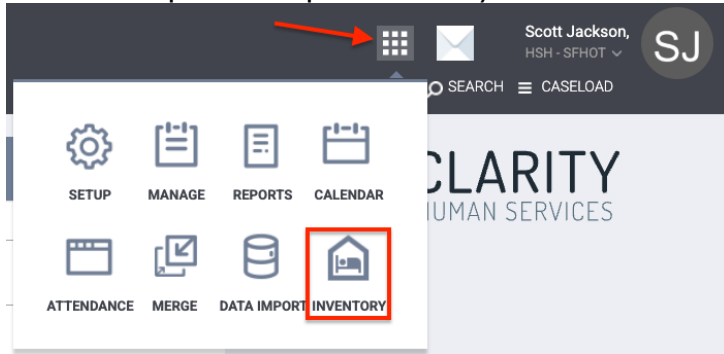
	Referral Partner	Client ONE ID (nominated by Referral Partner)	Neighborhood Team (if applicable)	Agency Name	Shelter/Building Name	Unit Name	Congregate Type	Unit Configuration	Target Population	Gender	Wheelchair Accessible	Bathroom	Current Availability
5	Hospital Discharge Team			TRAIN - Five Keys Charter Schools & Programs	Next Door	Bed 102 (CAAP)	Congregate	Adult - Single Bed - Upper bunk		Male	No	Shared/Congregate	Available
6	Hospital Discharge Team	XF394830-2		TRAIN - Five Keys Charter	Next Door	Bed 103 (CAAP)	Congregate	Adult - Single Bed - Lower bunk		Male	Yes	Shared/Congregate	Available

See assigned team

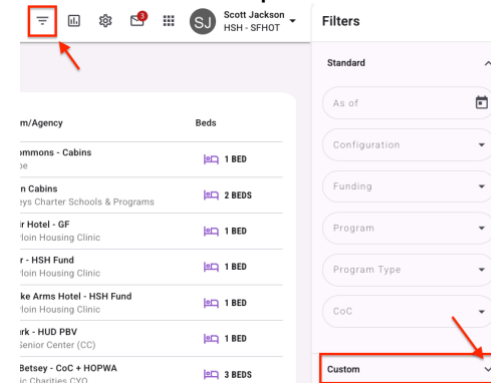
See client nomination

Nominate Client

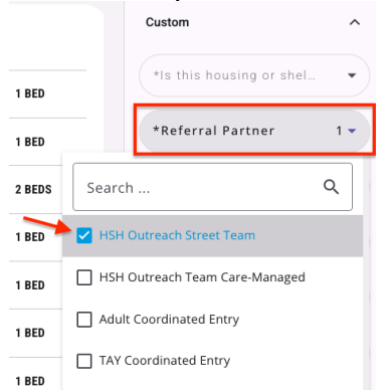
1. Click the launch pad and open *Inventory*.



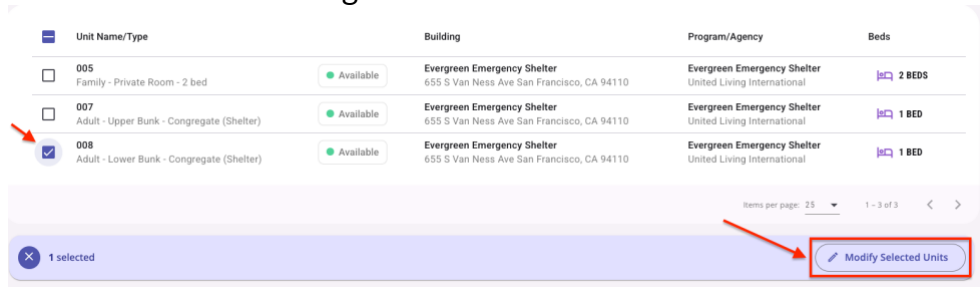
2. Click the additional filter icon and open *Custom* filters



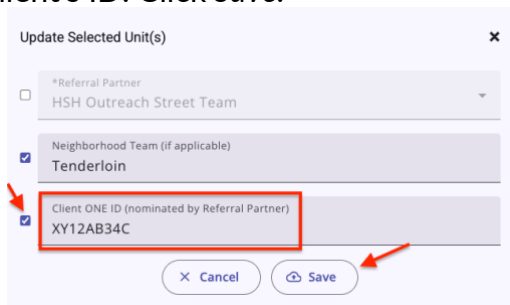
3. Filter **Referral Partner* to see your team's allocated beds.



4. Select the checkbox to the left of the bed and click the *Modify Selected Units* button at bottom-right of screen.



5. Click the checkbox next to the 'Client ONE ID' field and record the client's ID. Click *Save*.



6. *For HSH Outreach Street Team Only:* Click the checkbox next to the 'Neighborhood Team' field and enter your team.

