Quick Guide: Nominate Clients for Allocated Beds ✅
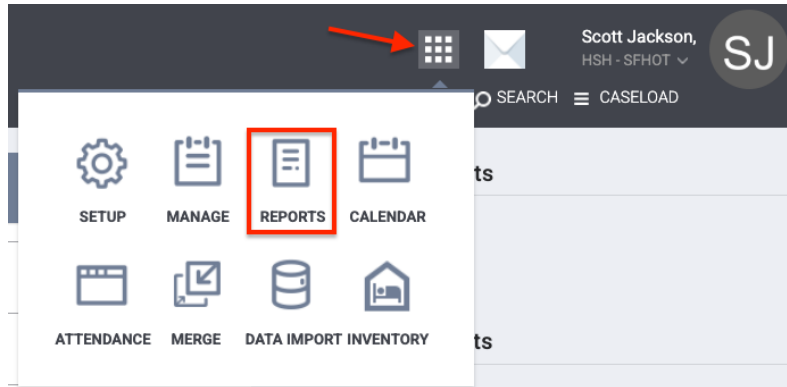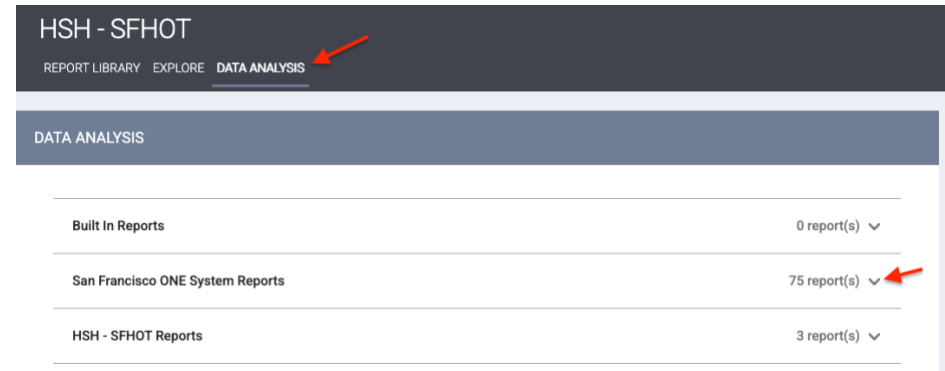
Review Daily Allocation

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.
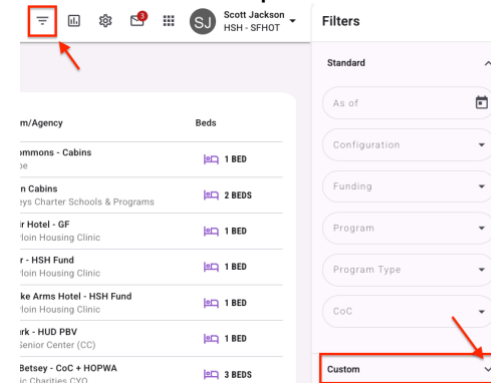
Nominate Client

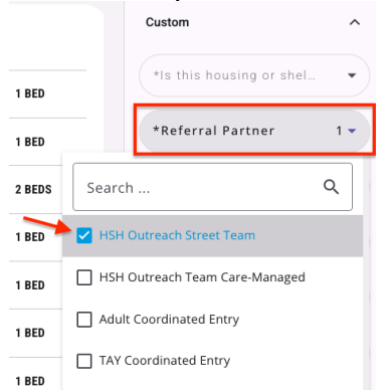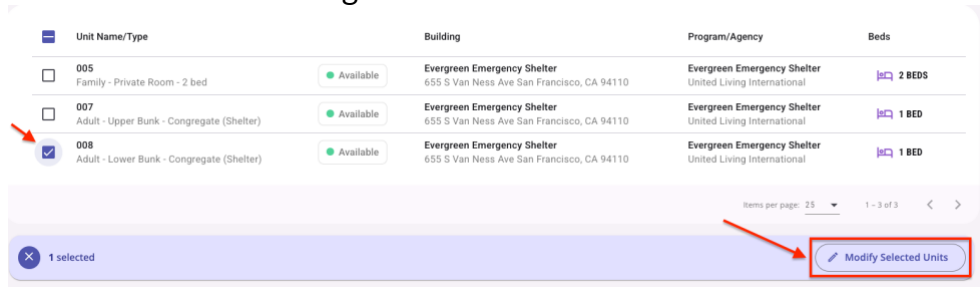1. Click the launch pad and open *Inventory*.
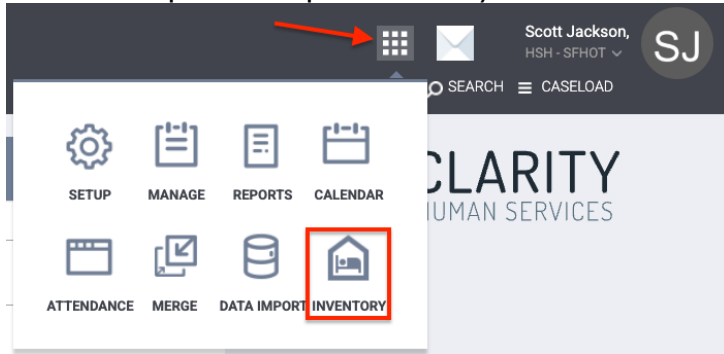
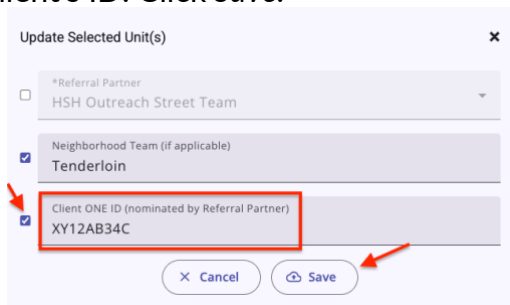2. Click the additional filter icon and open *Custom* filters

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.