

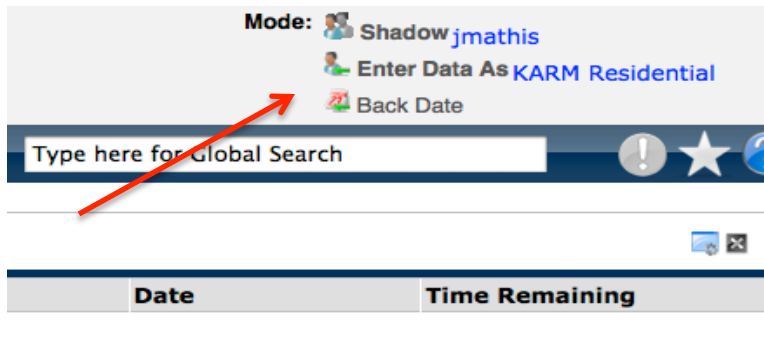
## KNOXHMIS "ENTER DATA AS" Training

This is easy to do...When you log in, you will default to KARM Serenity. As you see in image 1:



To change this to KARM Residential, all you need to do is:

(1) Go to "Enter Data As" on the top right of your screen and click. See Image 2:



(2) Select "KARM Residential"

(3) The left side of your screen (as seen in image 1) will change to KARM Residential.

(4) When you need to go back to KARM Serenity, just do the same starting at "Enter Data As."