

# Using Backdate

The purpose of the backdate function is to enter information as if it were the day the information was collected.

**Step 1:** Check the day and time the information was entered by clicking the pencil under the Entry/ Exit tab.

Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
University of Tennessee at Knoxville (1)	VA	10/06/2016	10/06/2016			
University of Tennessee at Knoxville (1)	Basic	09/21/2016				
University of Tennessee at Knoxville (1)	VA	04/28/2016	06/20/2016			
TPOPS (220)	Basic	04/10/2016				
University of Tennessee at Knoxville (1)	HUD	05/28/2015	08/07/2015			
University of Tennessee at Knoxville (1)	Basic	05/05/2015	06/20/2016			
University of Tennessee at Knoxville (1)	HUD	03/05/2015	06/29/2015			
University of Tennessee at Knoxville (1)	Basic	10/01/2014	10/01/2014			
University of Tennessee at Knoxville (1)	HUD	10/01/2014	10/01/2014			
University of Tennessee at Knoxville (1)	Standard	09/30/2014	09/30/2014			

Figure 1

**Step 2:** Notice the exact date and time the information was entered. In Figure 2, you can see the entry was entered on 5/28/2016 at 2:21:06 PM.

**Edit Entry Data - (24092) McTest, Testy**

**Household Members**

The associated household is no longer active.

**Edit Entry Data - (24092) McTest, Testy**

Provider	University of Tennessee at Knoxville (1)
Type	HUD
Entry Date *	05 / 28 / 2015 2 : 21 : 06 PM

Save & Continue Cancel

Figure 2

**Step 3:** It is a good idea to write the date and time down. You must close this screen to continue into backdate.

**Step 4:** Enter the backdate function.

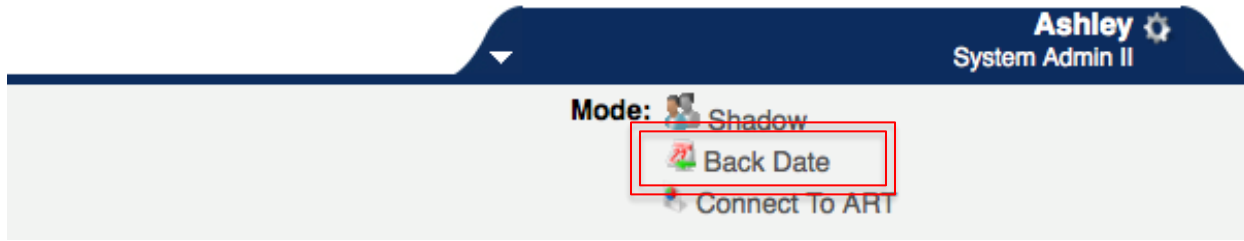


Figure 3

**Step 5:** The backdate function automatically sets the time to 12:00:00 AM on the day entered. Set the backdate to exact day and time (hour, minute, **and second**) the information was originally entered.

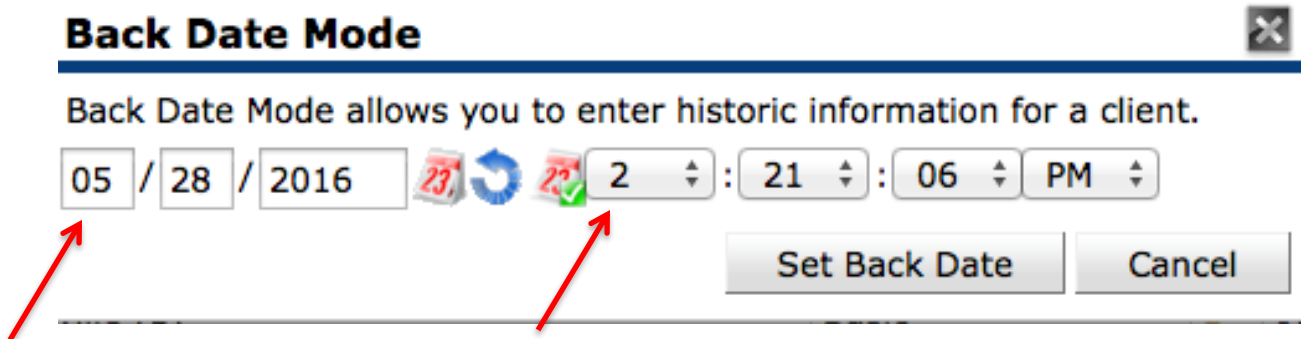


Figure 4