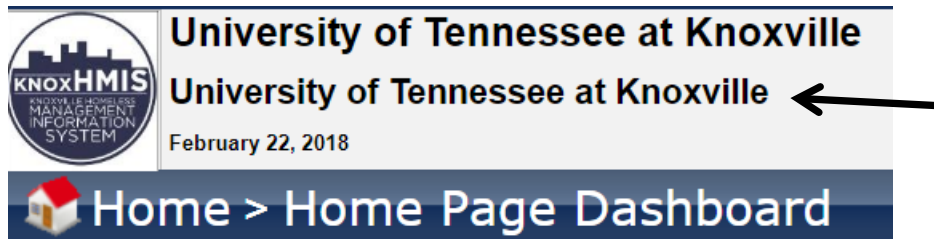


KNOXHMIS “ENTER DATA AS” Training

When licensed to access KnoxHMIS, you are given a default agency. Users that only work with the default agency program will always access their active program.



Many users work with more than one program within their agency. In this instance the user will need to select the program they are going to be working in, and ServicePoint allows the user to switch between programs easily. To do this:

1. Sign in with your user name and password. When you see the Home Page Dashboard, go to the top right of the screen and click on “Enter Data As”.



2. You will get a Pop-Up Box that looks like this:

Provider Search Results

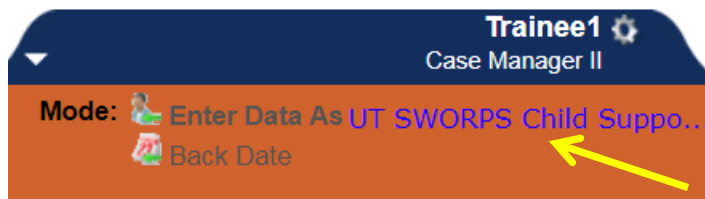
#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
	Provider				Level	Phone	Location	Last Updated																			
		UT Medical Center (129)				Level 1	Unknown	Unknown	09/19/2014																		
			UT SWORPS Child Support Projects (219)			Level 1	Unknown	Unknown	11/27/2017																		

Showing 1-2 of 2

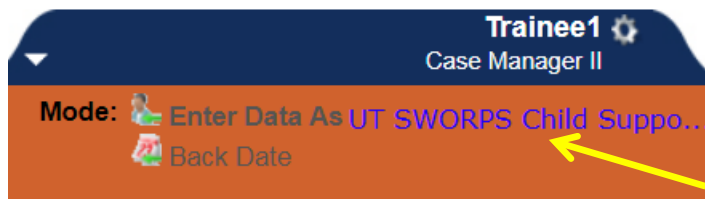
Exit

Click on the green circle with the plus sign in it, and click the exit button.

3. At this point you are able to enter data under the selected program.



4. To return to your default, click on the agency name listed to the right of "Enter Data As".



5. The system will return to your default. If you need to go to another available program, repeat from Step 1.

ATTENTION!

It is critical that the agency program you are signed in as, and the program you are working with match. Reporting errors can occur!.