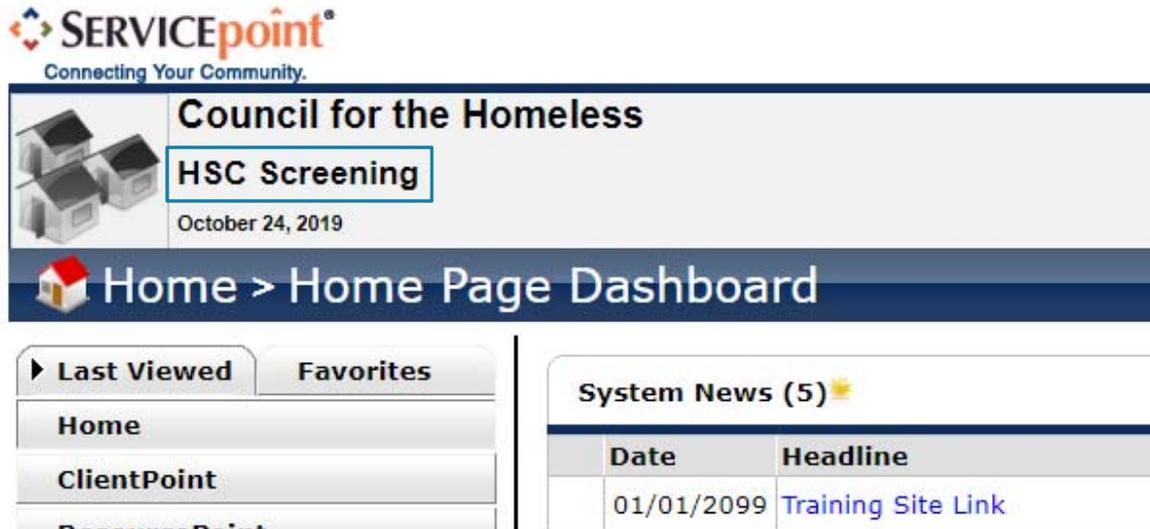


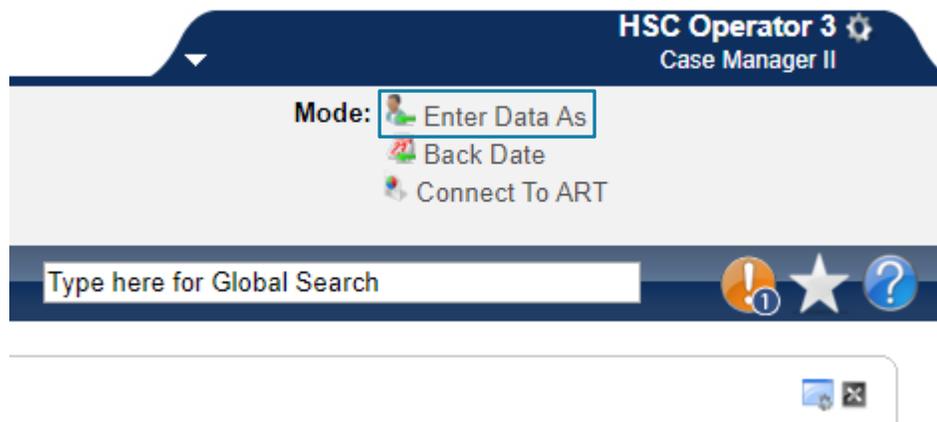
# Changing Enter-Data-As Mode

When you log into your ServicePoint account, you will always be automatically entering data under your default provider. If you are unsure what your default provider is, check the top right corner of your screen under the name of your agency. In this example, the user is a Council for the Homeless employee with HSC Screening as their default provider.



Whenever you are entering information for another program (creating entries, creating services, updating any client information, etc.), you should be in enter-data-as mode for that specific provider. This allows provider-specific reports to be run accurately, helps ensure that services are tied to a matching entry, and is necessary for ROIs to apply correctly.

To change your enter-data-as provider, click on the Enter Data As link in the top right corner.



Please email [hmisrequest@councilforthehomeless](mailto:hmisrequest@councilforthehomeless) with any additional questions.

A list will appear of the providers you are able to access. If you have a long list, you can use the search box at the top to search for a provider by name. When you find the correct provider, clicking the green circle with the white plus sign will change you over to that provider.

### Enter Data As Provider Search

#### Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search  Show Advanced Options

Search
Clear

#### Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #  Submit

#### 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
<span style="border: 1px solid green; padding: 2px;">+</span>	HSC Assessment (2214)																								Level 4	360-695-9677	Vancouver, WA 98661	10/16/2019
<span style="border: 1px solid green; padding: 2px;">+</span>	HSC CHC (2396)																								Level 4	360-993-9570	Vancouver, WA 98660	10/15/2019

To verify that you are now in enter-data-as mode, check the top right corner. You will now see the name of your current provider after the Enter Data As link. Clicking on this provider name will take you out of that provider and return you to your default provider.

**HSC Operator 3** 
Case Manager II

Mode: Enter Data As HSC Assessment

Back Date

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