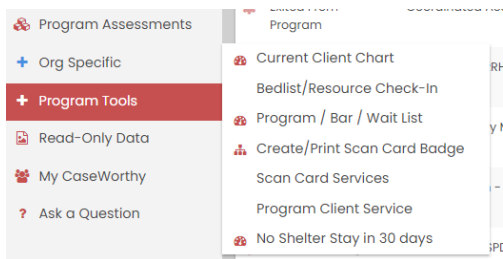


Emergency Shelter Check-in and Open Enrollment:

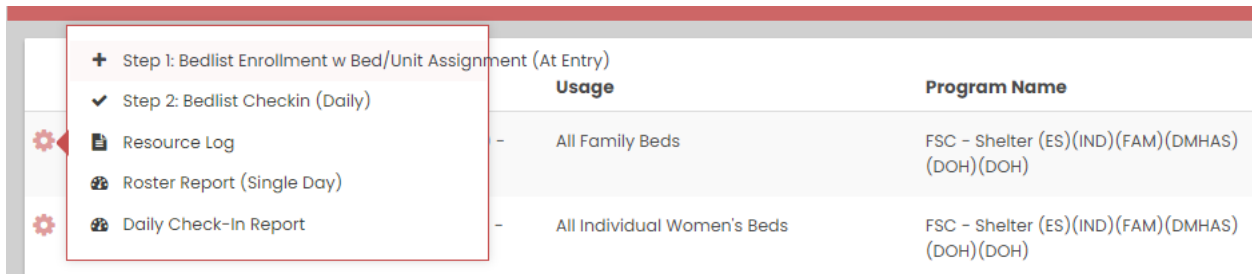
1. Make sure the household has an open enrollment



2. From the left side menu select Program Tools
3. Then select Bed list Resource Check-in



4. Click the gear next to your bed list and select Step 2: Bed List Check-in



5. Set your date to the PIT count date, click search and make sure all clients who slept at the shelter on that night have a check in

