

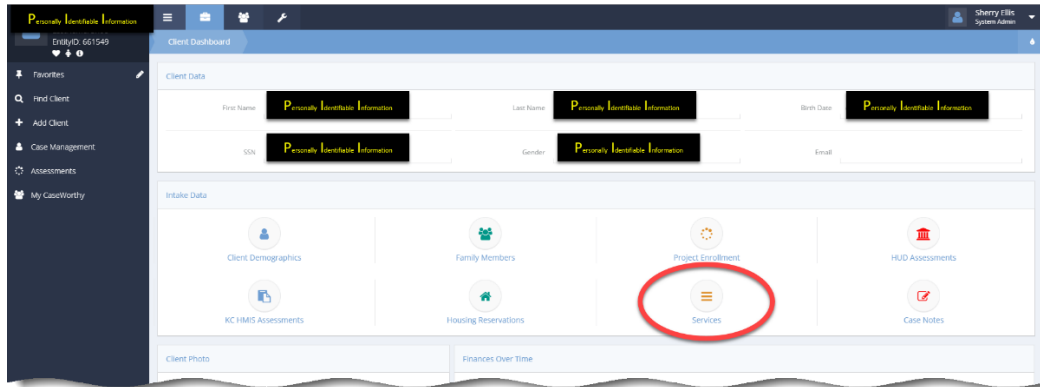
## HMIS Quick Reference Guide

# Add Services to Client Enrolled in Program

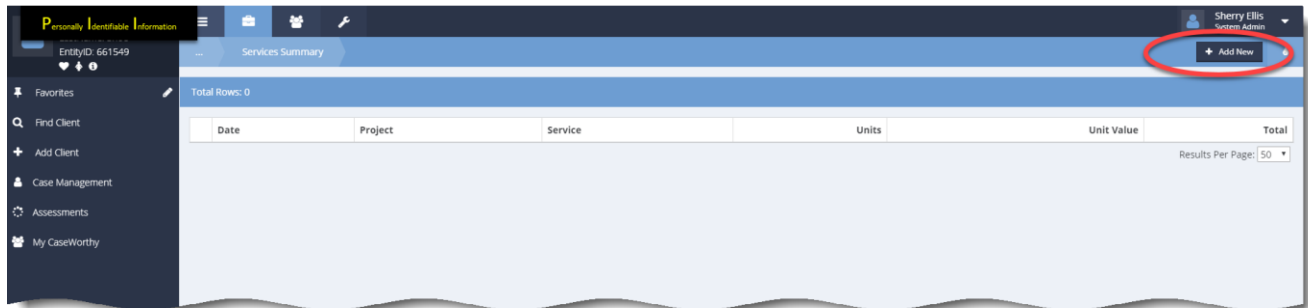
You can only add services to projects that are currently open for your client.

There are a couple of different ways to access the Service Summary -from where you can add services. This guide walks you thru adding it by starting from the *Client Dashboard*.

Select the *Services* icon:



Select the *Add New* button:



From the *Add New Service Spreadsheet*:

1. Choose which Project to add service(s) to
2. Check each *Service* you would like to add (checkbox turns blue)
3. Click *Save* button

