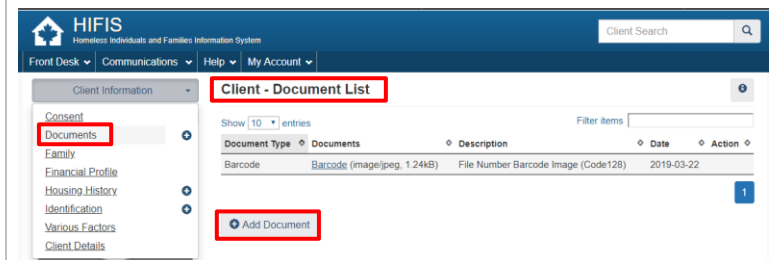
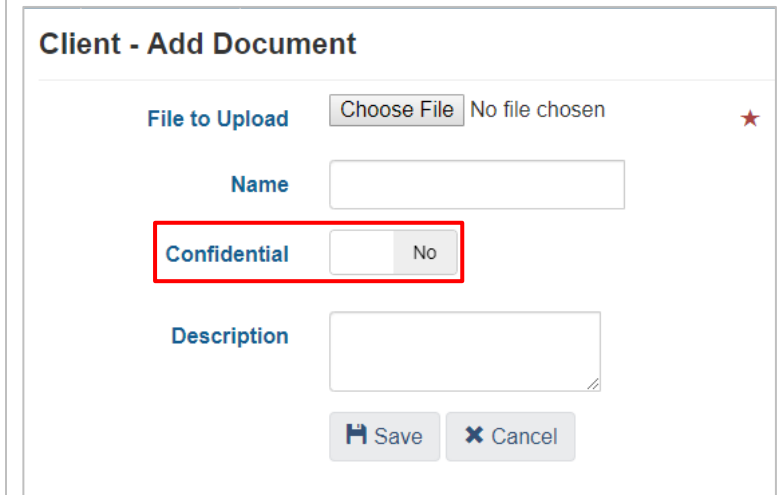


## How To Add a Document about a Client

1. Open a **Client File**
2. Go to **Client Documents**
  - a. Click on the **Client Information** menu
  - b. Click on **Documents**
3. Add Document
  - a. Click **Browse....**
  - b. In the File Upload window, navigate to and select the file you wish to upload from your computer
  - c. Click **Open**
  - d. The File Upload window will close and your file name will be listed in the Attachments field
  - e. Optionally, add a *Name* for this Document
  - f. Indicate whether this Document is *Confidential*
  - g. Optionally, record a *Description* about this Document
4. Click **SAVE** when done.



The screenshot shows the HIFIS Homeless Individuals and Families Information System interface. The 'Client - Document List' page is displayed. On the left, the 'Client Information' menu is open, with 'Documents' highlighted. The main area shows a table of documents with columns for Document Type, Description, and Date. A table with one row is visible, showing a document type of 'Documents', a description of 'Barcode (image/jpeg, 1.24kB)', and a date of '2019-03-22'. An 'Add Document' button is visible at the bottom of the table.



The screenshot shows the 'Client - Add Document' form. It includes a 'File to Upload' section with a 'Choose File' button and the text 'No file chosen'. Below this is a 'Name' text input field. A 'Confidential' checkbox is checked, and the 'No' radio button is selected. There is also a 'Description' text area. At the bottom, there are 'Save' and 'Cancel' buttons.