


How to Add a Motel Rate for Single Client

1. Open the Client File
 - a. Use the **Client Search Box** to type in a client's name, then click 
 - b. Click on the client's name
 - c. Now you're on the **Client - Vitals Screen**
2. Open the Motel Info
 - a. Click on the **Other Information**
 - b. Click on the **Motel Info**
 - c. Click on **Add a Record for Motel Info**
3. Add a Motel Rate
 - a. Enter the **Admission Date**

NOTE: The Admission Date record should always match up with the Book in Date for a stay.

- b. Enter the **Motel Rate**

NOTE: There is no need to add another Motel Info record at the same rate. Keep the current Motel Info for the rest of stay records. Add a new Motel Info record until the rate changed.

Client - Vitals

Vitals Contact Info Physical Appearance Languages Comments **Other Information**

Sexual Orientation Emergency Contact **Motel Info**


Show 10 entries Filter items

Motel Info

Admission Date	Motel Rate	Action
No data is available in the table		

Add a Record for Motel Info

Motel Info

Admission Date  ★

Motel Rate ★

Save **Cancel**

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HIFIS Help Desk: HIFIS@simcoe.ca

Simcoe County HIFIS Support Centre: <https://www.simcoe.ca/HIFIS>