

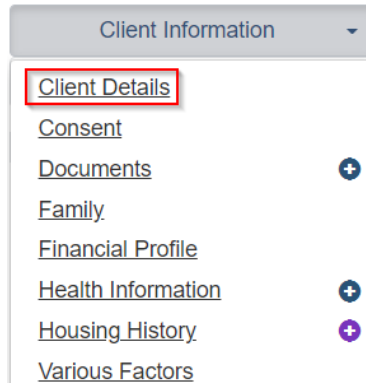


HT26: HOW TO ADD CONTACT INFORMATION

Contact Information may be added as a record after a client has been added to HIFIS.

How to Add Contact Information

1. Navigate to the client file, then select Client Information > Client Details.



2. From the Contact Info tab, click Add Contact Information.



3. Add means of communication (email, phone, etc.) and type the value, then click Save. Repeat to add additional communication methods.

Add Contact

Means of communication ★

Value ★