**HT6: HOW TO BOOK IN A FAMILY**

> The 'Book In' tab is one of three tabs on the Admissions module and is used to book a client into a bed.

1. From the Front Desk menu, select Admissions.

2. On the Admissions page, the Booked In tab will display. Click the Add Book In button.

3. On the Book In page, type to search for an existing client in the Client Name(s) field, then select the client from the search results.

4. Click on the Book in Family button. If this button does not appear, you need to link family members before you can complete the booking as a family unit (HT7: How to Link a Family).

5. Click on the exit button next to any family members who are not accessing services with the other family members.

6. Confirm the start date and time. If needed, you can change this date and time.

7. If applicable, enter a departure date in the Expected Book Out Date field. This value is used as a reference; it does not force a book out on this date.

8. Select the reason for service from the drop-down list. The reason for service should reflect the main reason the client is staying at the service provider.

9. If applicable, select the program that is funding the stay.

10. If applicable, indicate whether or not Evacuation Assistance is required.

11. Select where they are being Referred From. If a self-referral, select Client/Self.

12. If applicable, enter a time in the Late Pass Time and Wake Up Time fields.

13. If applicable, indicate whether or not the client is intoxicated at book in.

14. If applicable, add any additional information concerning the stay in the Comments field.

15. Select the Next button to go to the Book In - Bed Selection page.

16. On this page, the service provider layout appears at the bottom of the page with the client's name located at the top. To assign a bed to a client, simply click on the client's name (it will turn orange), then click on the appropriate bed icon.

17. When a client is successfully placed into a bed, the bed icon will turn green. You can click on the green portion of the icon to remove the client from the bed and choose a different bed.

18. A blue pop-up window will appear at the top right of the page to indicate that the selection was made. Repeat this step for all family members.

19. Click the Save button. The Booked In tab will display the stay record(s) you just created.