

EDA HOW TO GUIDE

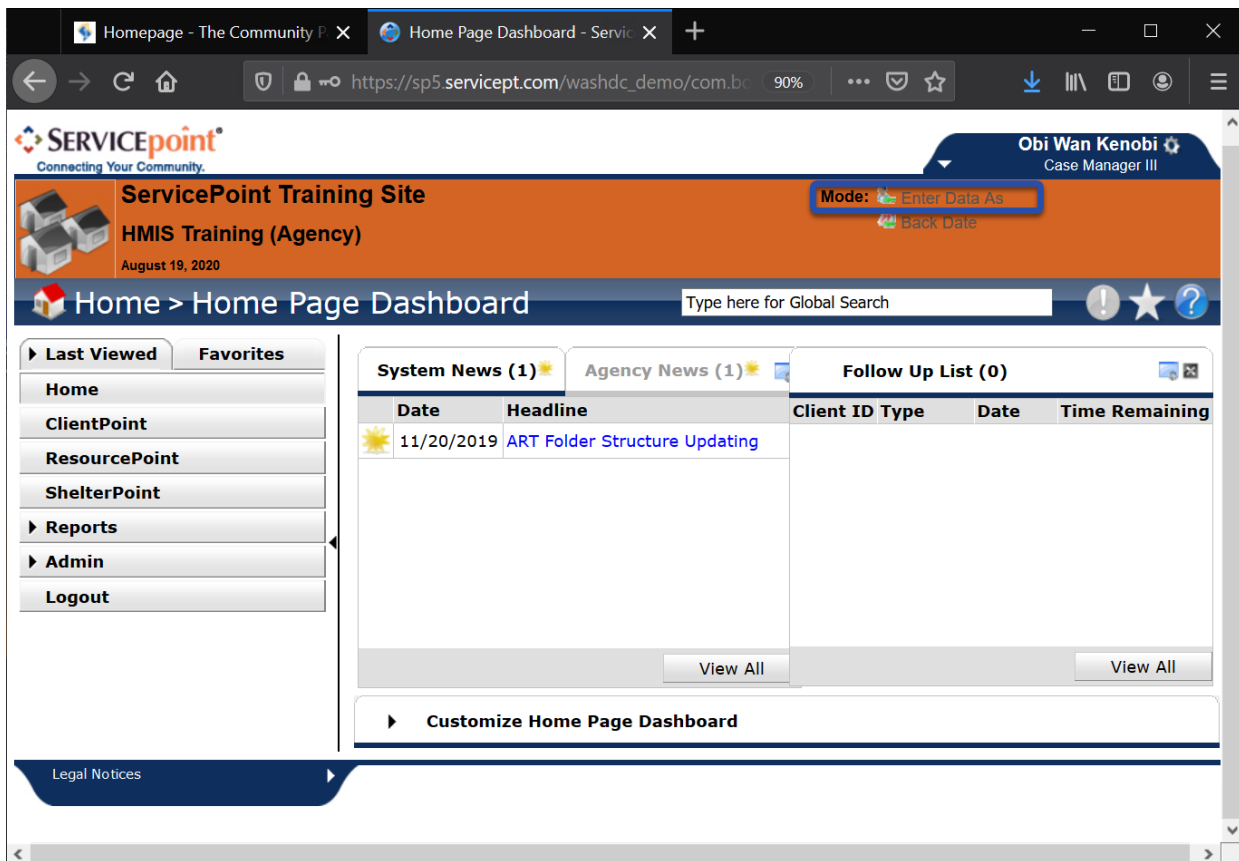
WHAT IS EDA?

EDA stands for Enter Data As. It is a mode in ServicePoint that allows us to better track program data entry.

Most agencies have multiple programs that they operate. These often are in different buildings. In order to serve clients in the different programs you need to go to the different program locations. Using Enter Data As is like physically going from one program to another but within the Database.

HOW TO EDA

1. Navigate to the top right corner of ServicePoint. Click on Enter Data As.



2. Find the program you are going to be doing data entry as.
 - a. You can search in the search box
 - b. You can type in the provider id
 - c. You can look through the list of options for the correct provider

Enter Data As Provider Search

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
		HMIS Training - Low Barrier - LBS ES IND - TCP Direct (2328)		Level 3	Unknown	Unknown																				08/12/2020	
		HMIS Training - Permanent Housing - PSH FAM Youth - TCP Direct (2329)		Level 3	Unknown	Unknown																				08/12/2020	
		HMIS Training - Rapid Rehousing - RRH IND - TCP Direct (2327)		Level 3	Unknown	Unknown																				08/12/2020	
		HMIS Training - Transitional Housing - TH FAM - TCP Direct (1064)		Level 3	Unknown	Unknown																				08/12/2020	

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3. When you find the correct program, click the green plus sign.

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Search

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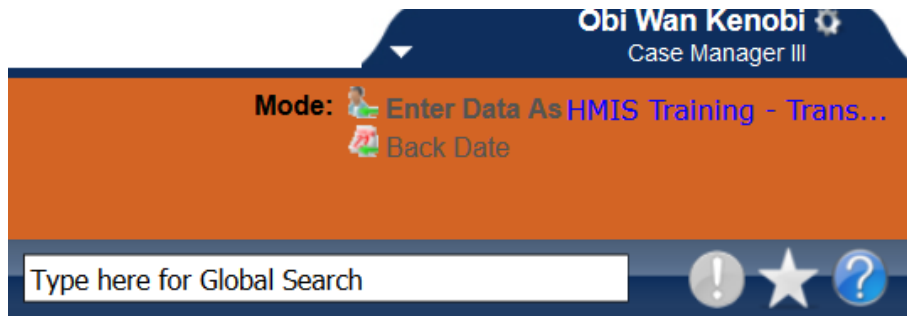
Provider ID #

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
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		HMIS Training - Transitional Housing - TH FAM - TCP Direct (1064)		Level 3	Unknown	Unknown																				08/12/2020	

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4. When you click the green plus sign, the name of the provider you will be doing data entry as will appear next to Enter Data As.



5. To remove the EDA click on the name of the provider (blue text).