



ClientTrack™

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*PA HMIS – Navigation Basics*

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This quick reference guide outlines the components of the ClientTrack HMIS solution related to basic navigation of the environment.

## Log In

Log in to the environment by entering either of the following addresses into the web browser:

**Training:** [https://www.clienttrack.net/pahmis\\_train](https://www.clienttrack.net/pahmis_train)

**Live:** <https://www.clienttrack.net/pahims>



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***Helpful Tip:** ClientTrack is a web-based application, so there is no software to download. In addition, the environment is accessible from any device with an internet connection. First time users may be required to disable pop-up blockers.*

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### Sign In to ClientTrack

User Name

Password

Did you [forget your password?](#)

▼

 Sign in

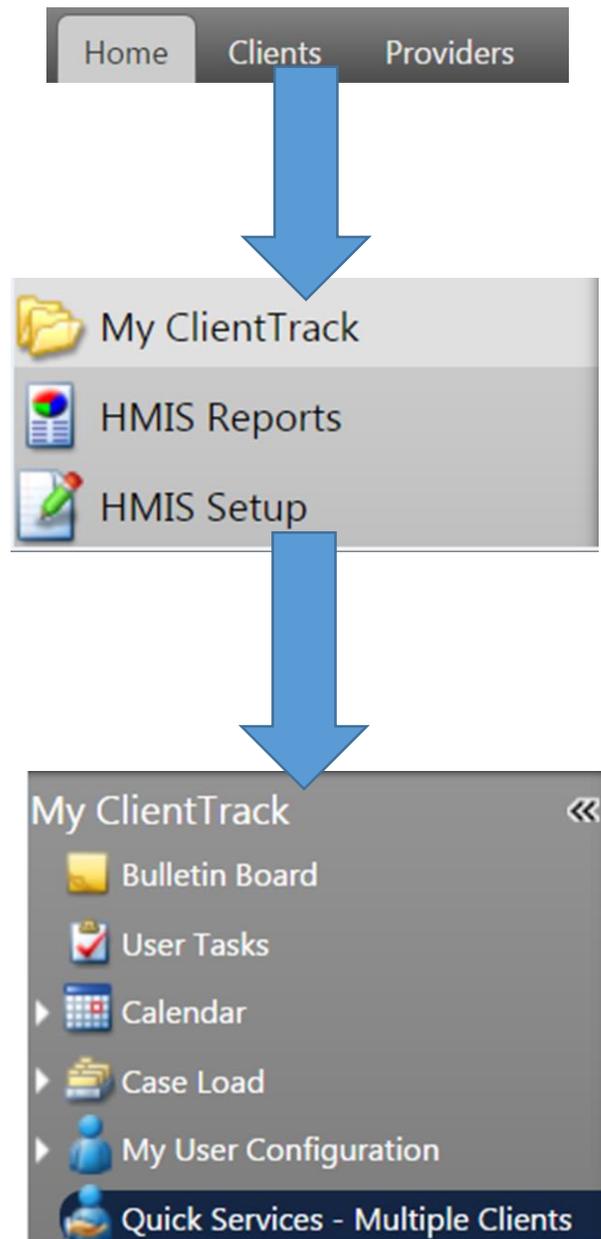
To log in, use the organization's e-mail address.

Passwords are set up by each user and are not to be shared.

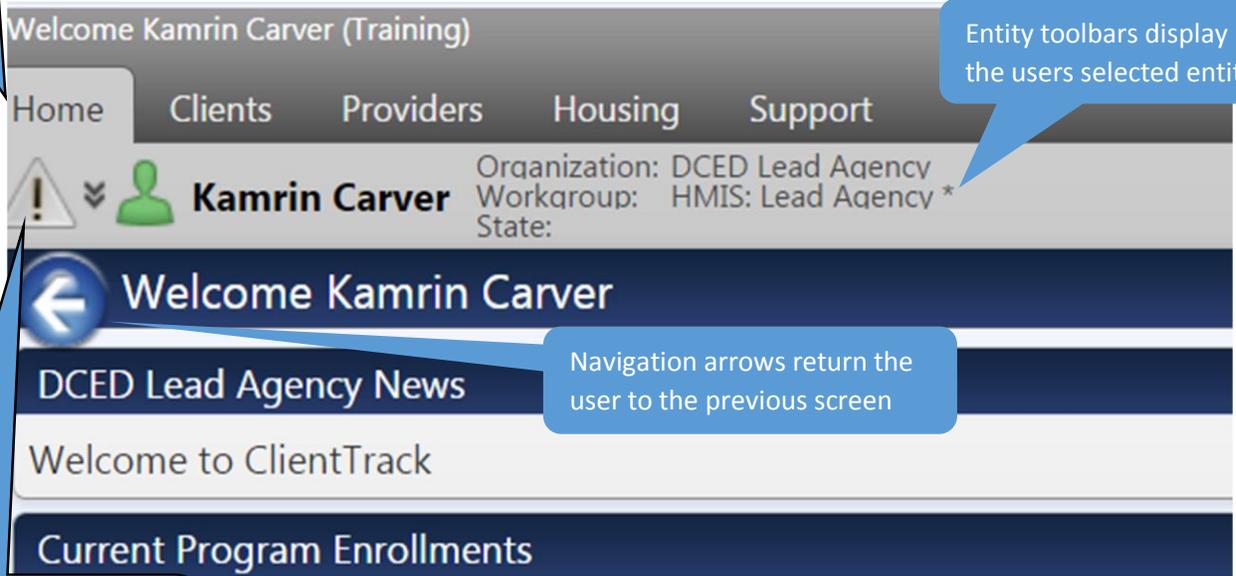
Set the user security question to enable the **forget your password** link.

## Navigation

Navigate through the environment by first clicking on a tab, then selecting a menu group and complete the process by choosing the desired menu item.



Tabs separate system menu groups and menu items



Entity toolbars display the users selected entity

Navigation arrows return the user to the previous screen

Notifications alert the user to important information tied to the entity

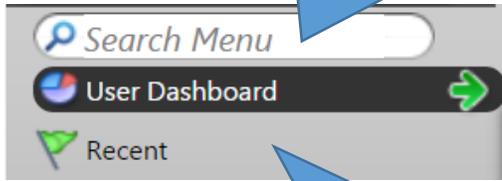
Clicking on the header text directs the user to the corresponding form

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**Helpful Tip:** When utilizing the header navigation, if the  icon displays when hovering, there is a link to the corresponding screen.

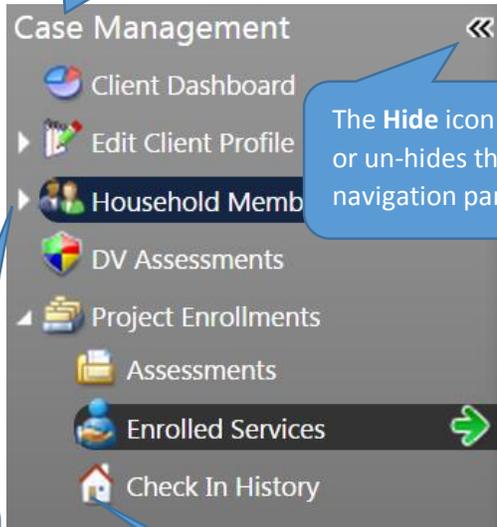
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The **Search Menu** displays a list of menu items from each tab which contains the entered text



The **Favorite's** section contains a selection of the user's assigned menu items

The **Menu Items** section contains the user's unique workgroup options



The **Hide** icon hides or un-hides the navigation panel

The **Menu Arrows** display sub menu items

Icons visually alert the user to similar screens