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](https://www.clienttrack.net/pahims)

*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.*
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.

Notifications alert the user to important information tied to the entity.

Navigation arrows return the user to the previous screen.

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

**Helpful Tip:** When utilizing the header navigation, if the icon displays when hovering, there is a link to the corresponding screen.
The **Menu Items** section contains the user’s unique workgroup options.

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

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

The **Menu Arrows** display sub menu items.

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

Icons visually alert the user to similar screens.