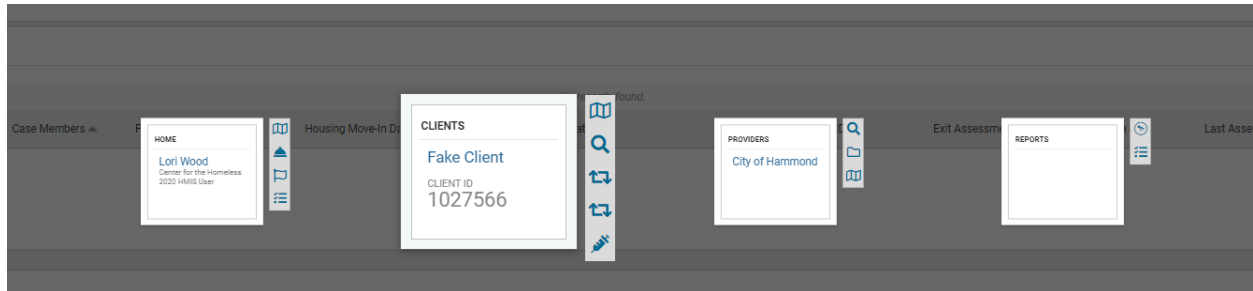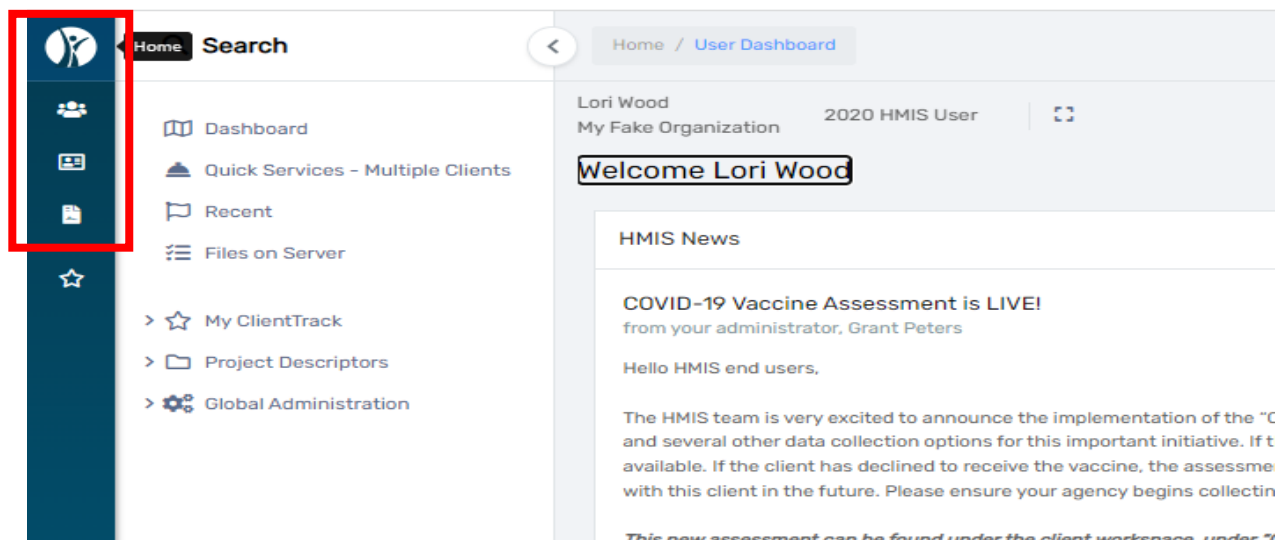# Top Five System Changes for the Upgrade Launch

HMIS and DV ClientTrack

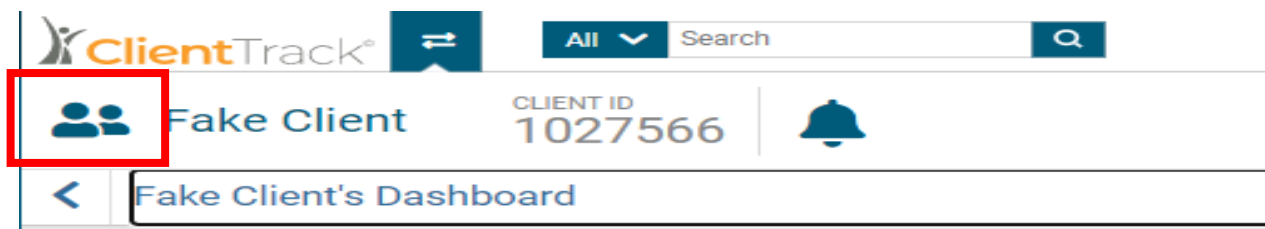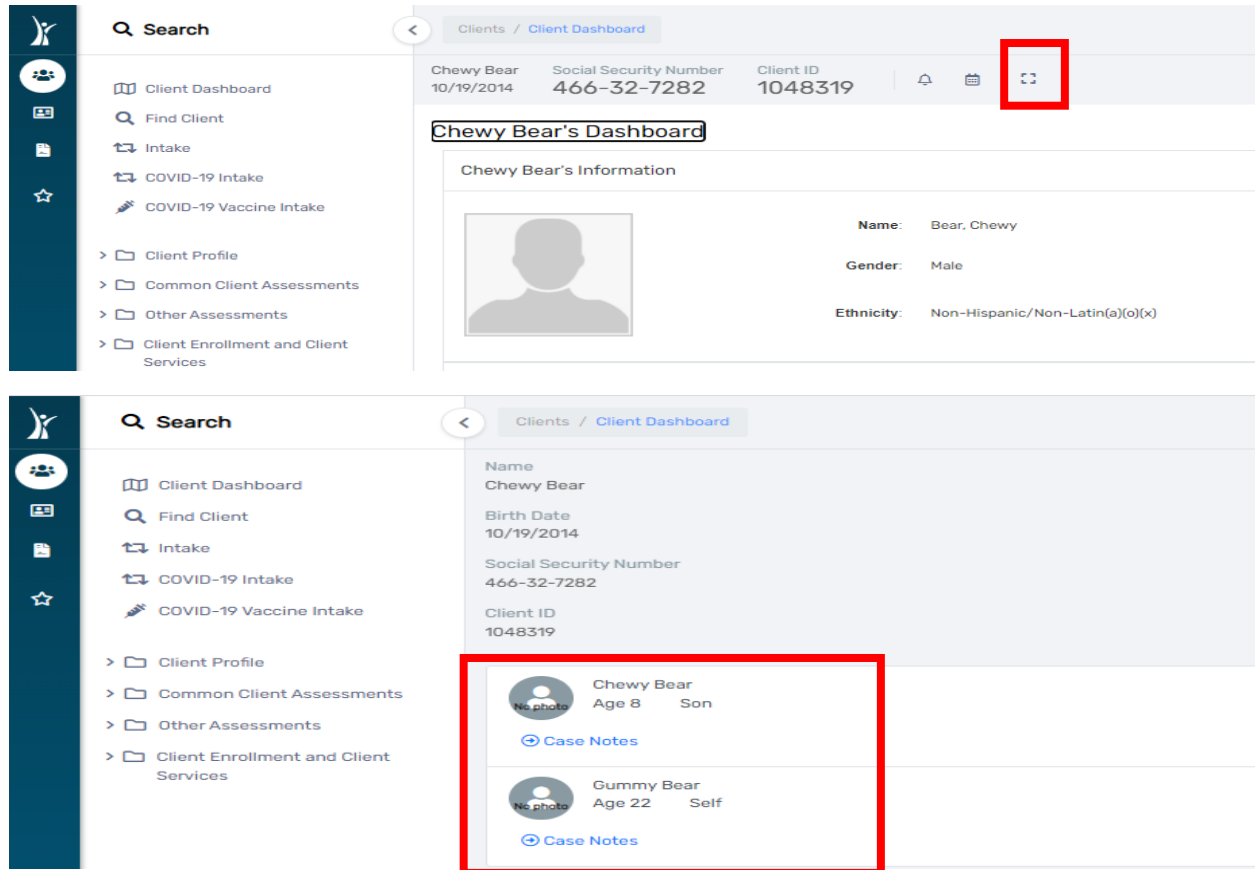1. The **"Carousel"** menu (as pictured below) for selecting **"Workspaces"** no longer exists.

2. Users will now navigate between the four **"Workspaces"** by selecting the appropriate **"Workspace"** icon located on the left margin of the screen.

HOME   CLIENTS   PROVIDERS   REPORTS

3. The **"Family"** icon for viewing the members of a household no longer exists.

4. From the Client dashboard screen, users will now click on the [⛶] icon to view the members of a household.
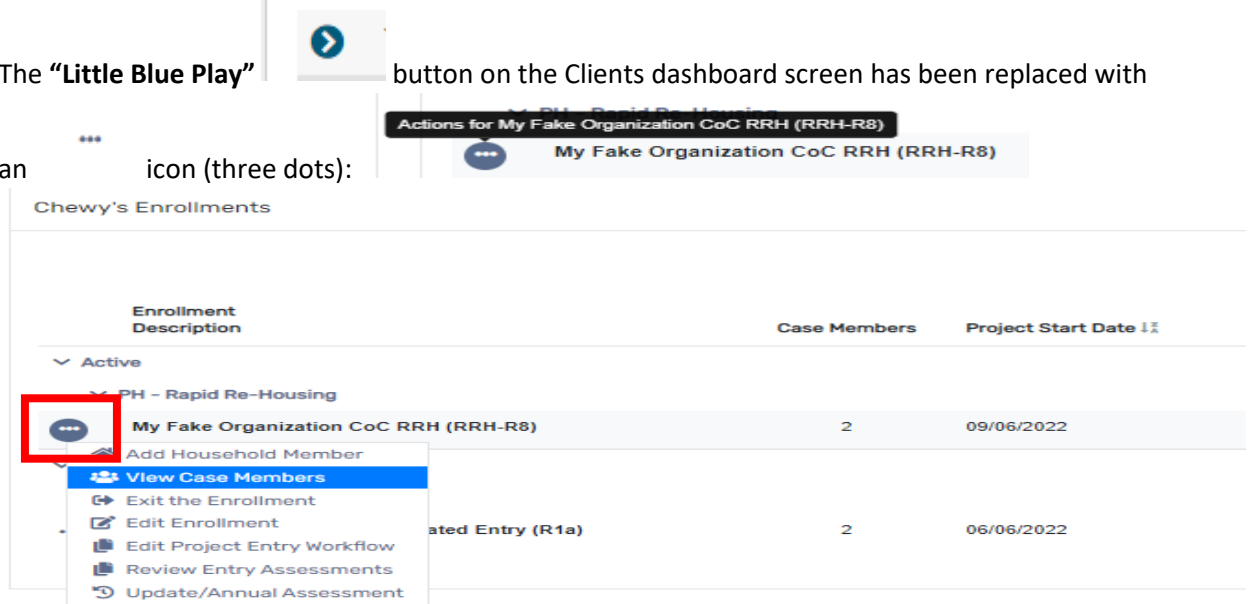
5. The **"Little Blue Play"** [▶] button on the Clients dashboard screen has been replaced with an [•••] icon (three dots):

6. Your **"Username, Help, and Sign Out"** options no longer display in the upper right corner as seen below.
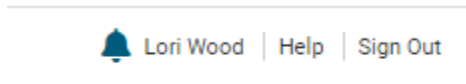
7. To change the **"Workgroup and Organization"** *(for users who have Coordinated Workgroup and Organization access)* and to **"Sign Out"** of the system, click on your initials located in the upper right corner of the screen as seen below.
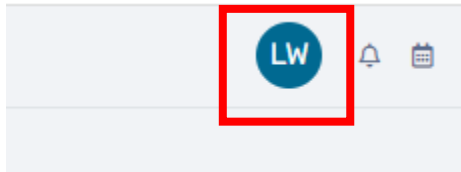
8. After clicking on your initials, a window will appear, and you can select the **"Workgroup and Organization"** as well as the **"Sign Out"** function when logging out of HMIS or DV ClientTrack.
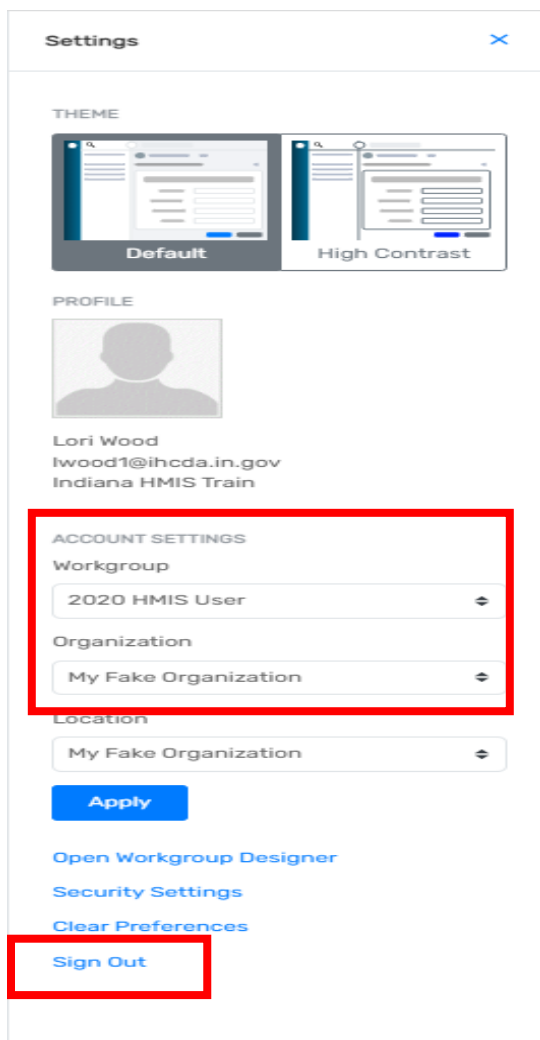
9. The system no longer allows you to leave a workflow (intake/exit) unless the **"Pause"** or **"Cancel"** icon is selected.

Intake (2298)   Chewy Bear   Social Security Number   Client ID
                10/19/2014   466-32-7282   1048319

⊕ Add or Edit
○ Basic Client
  Information
○ Family Members
○ Program Enrollment

❚❚ Pause   ✕ Cancel

Please visit the HMIS and DV ClientTrack Balance of State website for specific How to Guides on specific functions.

https://www.in.gov/ihcda/indiana-balance-of-state-continuum-of-care/hmis-clienttrack-and-dv-clienttrack/

If a How to Guide is not available for your data entry question, please email your respective helpdesk for assistance.

DVHelpDesk@ihcda.in.gov

HMISHelpDesk@ihcda.in.gov