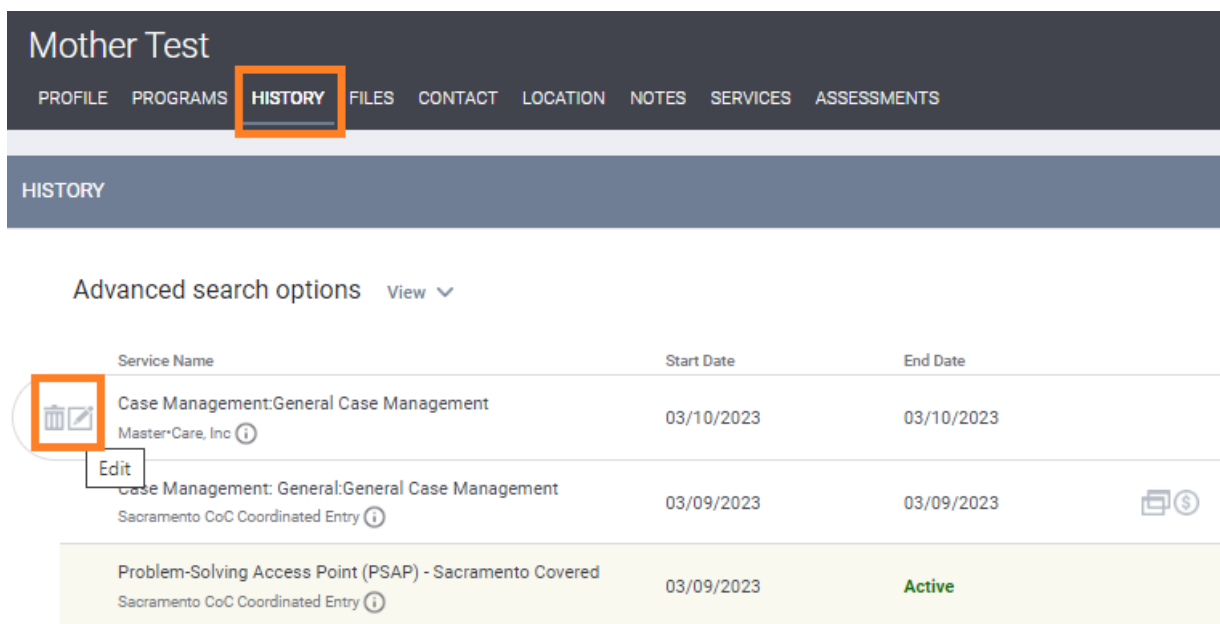


## How to Edit or Delete a Service

There are times when you need to edit or delete services in a client's enrollment. This is a common training request as all services must be deleted before the HMIS team can delete an accidental enrollment. Occasionally the service date or financial amount needs to be changed or a service was accidentally entered twice. This is an easy task. Please follow the steps below.

### Editing a Service

To edit a service, click on the History tab of the Global Task Bar. This tab brings up all of the client's enrollments, services, assessments, referrals, and CE events. When you move your mouse near the service you want to edit, the trashcan and pencil icons appear. Click on the pencil to edit the service. Make whatever changes you need to make and scroll to the bottom to save.




Mother Test

PROFILE PROGRAMS **HISTORY** FILES CONTACT LOCATION NOTES SERVICES ASSESSMENTS

HISTORY

Advanced search options View ▾

Service Name	Start Date	End Date
 Case Management:General Case Management MasterCare, Inc ⓘ	03/10/2023	03/10/2023
Case Management: General:General Case Management Sacramento CoC Coordinated Entry ⓘ	03/09/2023	03/09/2023
Problem-Solving Access Point (PSAP) - Sacramento Covered Sacramento CoC Coordinated Entry ⓘ	03/09/2023	Active

### Deleting a Service

To delete a service, click on the trash can. The pop-up will ask you to confirm that you want to delete the service.