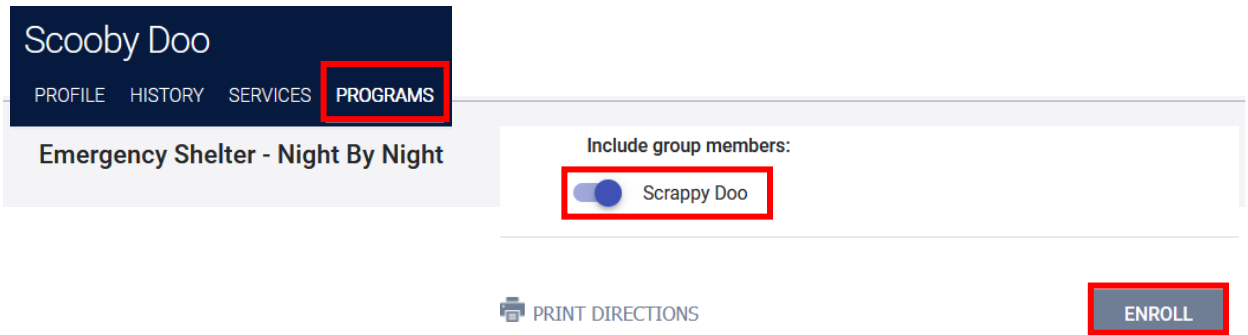




Step-by-Step: Night-by-night

Note: all clients must have an active enrollment in the Night-by-night Shelter program to be able to be recorded as in attendance.

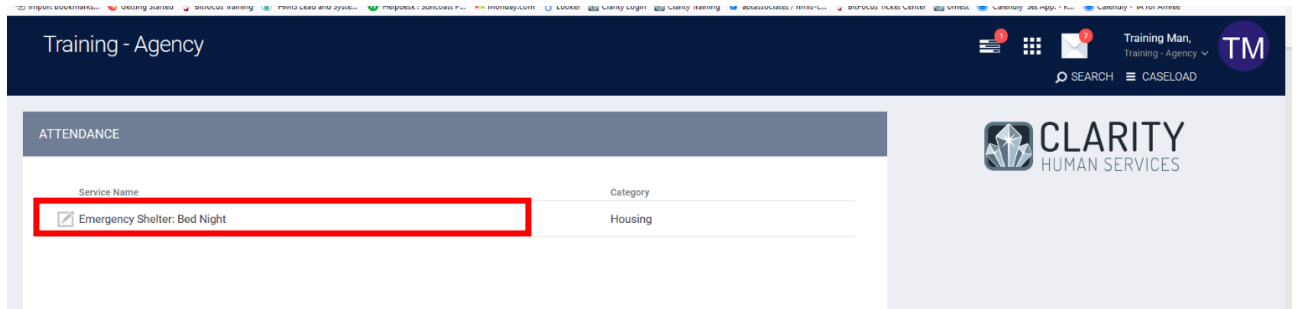
1. Login to Bit Focus and search for your client or create a client to enroll them in your agency's night-by-night program.
2. Enroll your client in your agency's night-by-night program.



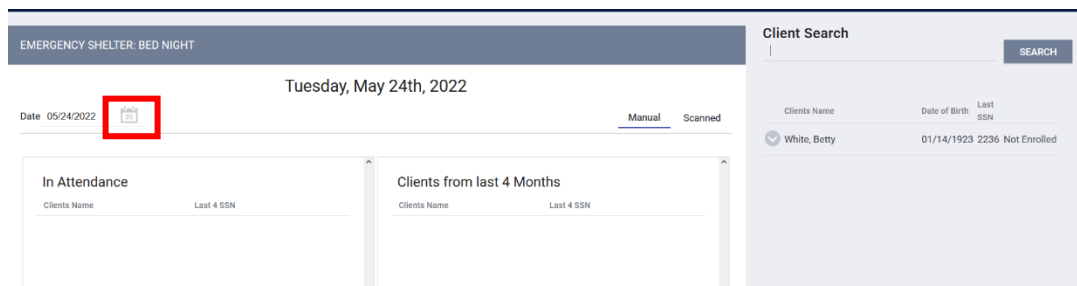
3. After enrolling your client in the night-by-night program, click on the **Launchpad** in the upper right-hand corner of the screen and select **"Attendance"** icon.



4. Select the pencils to the left of the emergency shelter bed nights the service to open the attendance module.



5. The attendance will open to the current date. If you are entering for a different date, click on the **"Calendar"** on the left side of the screen and update to the correct date.





- To add client to the attendance record, enter name or Id in the client search field and click **“SEARCH”**. If client is enrolled in program you can add them to the attendance record by clicking on the **“Plus”** symbol next to Add.

EMERGENCY SHELTER: BED NIGHT

Tuesday, May 24th, 2022

Date 05/24/2022 Manual

Client Search SEARCH

Clients Name	Date of Birth	Last SSN	
Boo, Betty	01/01/1960	3548	Add
White, Betty	01/14/1923	2236	Not Enrolled

If the client is not enrolled in the night-by-night program the system will alert you and you will not be able to enter the client into the night-by-night shelter bed.

You must enroll the client in the program and then enroll them into the night-by-night program.

Program enrollments automatically end 15 days after the last service date is recorded.

- Client who were previously recorded will display in the client from the last 4 Months section. You can add client from this section by clicking on the **“Add”** text.

EMERGENCY SHELTER: BED NIGHT

Tuesday, May 24th, 2022

Date 05/24/2022 Manual Scanned

In Attendance

Clients Name	Last 4 SSN
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Clients from last 4 Months

Clients Name	Last 4 SSN	
Boo, Betty	3548	Add