To enter, update, or delete an HMIS bed inventory record, complete the following steps

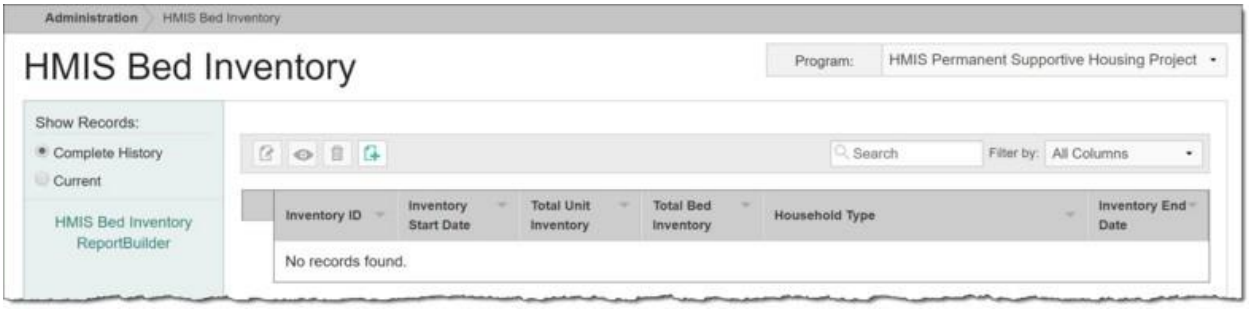
From the AWARDS *Home* screen:

1. Click the **Program** drop-down arrow in the upper-right corner of the page and select the program for which the HMIS bed inventory records are to be worked with.

NOTE: *This feature is only available for HMIS programs with an HMIS Project Type set to one of the following;*

- *Emergency Shelter (including Code Blue shelters)*
- *Transitional Housing*
- *PH- Permanent Supportive Housing*
- *Safe Haven*
- *PH- Housing Only*
- *PH- Housing with Services*
- *PH- Rapid Re-Housing*

2. Click **Administration** from the left-hand menu, and then click **System Setup**. The System Setup fly-out menu is displayed.
3. Click **Agency Program Information**, and then click **HMIS Bed Inventory**. The *HMIS Bed Inventory* index page is displayed.



4. At this time, complete one or more of the following tasks as needed:

- **Add a new HMIS bed inventory record -** To do so, click the **Add New** icon from the action bar above the records table. A new data entry page is displayed. Configure the fields and options on this page as necessary, and then click **Save**. The record is saved, and a confirmation page is displayed.

TIP: *For more information on each field/option available on the data entry page, see* HMIS Bed Inventory Record Fields / Options.

- **Update an existing HMIS bed inventory record -** To do so, click the record to be updated, or click the checkbox to the left of that record and then click the **Edit** icon from the action bar above the records table. The data entry page is displayed. Make changes to the information on this page as needed, and then click **Save**. The record is saved, and a confirmation page is displayed.

TIP: *For more information on each field/option available on the data entry page, see* HMIS Bed Inventory Record Fields / Options*.*

IMPORTANT! *When working with existing bed inventory records, keep in mind that HUD treats a set of beds that start and end on the same date and have the same data settings as a record. As a result, there is not a one to one correlation between residence units and bed inventory records; however, the addition or removal of residence units does require changes to be made to the corresponding bed inventory record. For example, if you have a unit and bed inventory of 10 beds for 10 years and today one unit becomes permanently unusable, you would archive the* residence unit *in question, AND do the following in the* Bed Inventory *feature:*

1) Place an Inventory End Date on the bed inventory record so that the existing record about the 10 beds ends today.

2) Create a new bed inventory record for the remaining group of 9 beds that starts today.

In this example you would NOT edit the existing bed inventory record to change the number of beds from 10 to 9. That type of edit should only be made in the event that the original record incorrectly identified the number of beds. In cases like the above, a new record should always be created to correctly reflect a change in the number.

- **View or print an existing HMIS bed inventory record -** To do so, click the checkbox to the left the record to be viewed/printed, and then click the **View** icon from the action bar above the records table. A read-only version of the record is displayed and can be printed as needed using your browser's print option.

- **Delete an existing HMIS bed inventory record -** To do so, click the checkbox(es) to the left of the record(s) to be deleted, and then click the **Delete** icon from the action bar above the records table. A confirmation message is displayed. Click **OK** to proceed with the deletion. The selected record(s) are deleted and the updated index is displayed.

- **Return to the HMIS bed inventory records index -** To do so, click the **To Index** icon from the action bar while working in a bed inventory record to return to the index page. You can also return to the index page at any time by clicking **HMIS Bed Inventory** from the breadcrumbs trail below the AWARDS navigation bar.

The process of working with HMIS bed inventory records is now complete.

Visit our YouTube channel for the HMIS Bed Inventory video recording at https://www.youtube.com/channel/UCaZRchtdY7H4CmY7sn1kdKA