Guide to Using

Homeless and Housing Alliance Membership Registration

By Palm Beach County, ISS

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HHA Membership Registration

Membership Registration Access

The HHA Membership Registration will allow you to sign up to serve on an Homeless and Housing Alliance Committee. After you have registered once you will be given access to the Community Services Portal and the HHA main application where you will maintain your registration and have access to reports and be able to RSVP for Events.

Open your IE Browser and copy the following link:

The Secure Single Sign On Internet Application will show only the secure internet applications that you have access to.

• https://secure.co.palm-beach.fl.us/csdhharegistration/registration.aspx

OR

Register for HHA Membership

Community Services Homeless and Housing Alliance Access

Open your IE Browser and copy the following link:

• http://www.pbcgov.com/communityservices/programs/humanservices/hha.htm

			Palm Beach C	ounty: Home Jobs Links	Publications FA	Qs 🕴 Site Index	Site Info 📔 🤇	Contact PBC
	A CON	Part Part	alm Beach The Be	County st of Everythin	g.	Advanced Search <mark>rch Site</mark> Search Tips	60	
··÷·	Community Servi	ces	About Us	▶ Programs	Publica	tions	Contact U	s 🕂
You a	re here: Palm Beach County	» Communityse	rvices » Programs » Humanserv	ices » Homeless and Housing Alli	ance			
Mee	ting Schedule	Homeles	ss and Housing Allian	ce of Palm Beach County				
Click 2013 2014	for Meeting Calendar Meeting Calendar	IMPORTA	INT UPDATES: Regination Renewal P	ster for HHA Membership rojects	HHA Members)		
Mee	ting Minutes	2013 Poin	t in Time Press Release	2			_	
	 Palm Beach County CoC 2013 PIT - sheltered/unsheltered count report June 28, 2012 Palm Beach County CoC 2013 PIT - 'doubled up' count report Palm Beach County CoC 2013 PIT - report by: City Palm Beach County CoC 2013 PIT - report by: Zip Code October 25, 2012 							
 November 29, 2012 January 31, 2013 February 28, 2013 March 28, 2013 April 25, 2013 June 27, 2013 								
2010-2011 The Homeless and Housing Alliance (HHA) of Palm Beach County (formerly the Continuum of Care) is intended deliver a comprehensive and coordinated continuum of services for homeless individuals and families. The syst fundamental components include homeless prevention, outreach and assessment, emergency shelter, transiti housing, supportive services, permanent housing, and permanent supportive housing. The HAA includes commune based membership with representatives from government, business, formerly homeless individuals, law enforcem banking, housing service providers, faith groups, education, veterans, health care, and concerned individuals. 0 Nov 18, 2010 Beach County Division of Human Services (the Division) continues its role as the lead entity for the HHA we began in January 2006.						ended to system's ansitional mmunity- rcement, rals. Palm HA which		
0 A 0 A 0 M 0 J	pr 28, 2011 lay 26, 2011 une 23, 2011	Click for a	copy of <u>by-laws</u> . A Meeting :					

New Members

If you are new to the Homeless and Housing Alliance initiative and would like to become a committee participant:

• Click the "Register for HHA Membership" link

Register for HHA Membership

The Register for HHA Membership will allow you to create an application for membership. By default you will be given the "HHA Monthly Meeting" Committee and you may select additional Committees with your registration.

Palm Beach	County Community Services
R	egister for HHA Membership
First Name:*	0
Last Name:*	0
Middle Initial:	
Email:*	
	Note:If you are county employee please enter your official email address in the format xxxx@pbcgov.org I would like to receive communications through email
Cell Phone:*	Alt Phone:
Agency:*	
Title:	0
Committe	ies
	🗖 Discharge Planning
	Executive Committee1
	E HIC E
	HMIS Oversight
	New Members Committee
	Performance Measures Subcommittee
* Required	information Already Registered? Click here to edit

Required Fields

•

- First Name Alphanumeric (31)
 - Last Name Alphanumeric (31)
- Email Alphanumeric (200)
- Cell Phone Formatted (nnn-nnn-nnnn)
- Title Alphanumeric (50)

Optional Fields

- Middle Initial Alphanumeric (1)
- Receive Email Check Box
- Receive Text
 Check Box
- Alternate Phone Formatted (nnn-nnnn)

Check Box

- Agency Dropdown Selection Box
- Committees
 - Discharge Planning
 - Executive Committee
 - HIC
 - HMIS Oversight
 - New Members Committee
 - o PIT
 - Performance Measures Subcommittee
 - Standard Policies and Procedures

Palm Beach	County HHA Re	7 Commu	nity Services	
R	egister fo	or HHA Memb	pership	
First Name:*	Dicky	0		
Last Name:*	Komalan	0		
Middle Initial:				
Email:*	dickyk@gmail.com	1		
	Note:If you are your official emains I would like t I would like t	county employee plea ail address in the form to receive communicat to receive communicat	se enter at xxxx@pbcgov.org tions through email tions through text message	
Cell Phone:*	561-123-4567	Alt Phone: 561-765-4321		
Agency:*	PBC Department o	f Health	*	
Title:	Director	0		
Committe	es			
	D)ischarge Planning	<u>×</u>	
	☑ Exe	ecutive Committee1		
		HIC	=	
		HMIS Oversight		
	New	Members Committee		
		PIT		
	Performan	CE MEASURES SUBCOMM		
* Required	nformation Reg	gister Already Registe	red? Click here to edit	

- Enter all required fields
- Select a notification method, one or both
- Enter any additional fields
- Select one or more committees
- Click the Register button

_	Note:If you are county employee please enter your official email address in the format xxxx@pbc	<u>107</u> .0	org
	Thank You	× ai	il
c F	You have successfully registered . Please click <u>here to</u> edit. Use ktodd@gmail.com as userid and password first. An email will be sent to you with the login information		_
	Discharge Planning	-	

Click <u>here</u> to enter the Community Services Portal

New Member Email Notification

New HHA members to the Community Services Portal will be sent an email with their registration information and a link to the Portal.

to me 💌	Im-beach.fl.us	Aug 2	7 🛧 🔸	•
Images are not d	lisplayed. Display images b	elow - m-beach fluis		
, and yo alophay in				
	Registration con	firmation		
Hello TIM BRANN	IEN,			
You have been Services Applic	granted access to one cations	or more Commu	nity	
To access our s	secured website, you c	ould either click o	on the link	
Your UserID is:	: <u>KBRANNEN53@GMAIL</u> .	COM	Login	
When you sign to answer Two Password.	in using this Temporar Security Questions and	y Password you v I will be asked to	vill be aske enter a Ne	ed ew
If you have an further assista Administrator	y concerns regarding th nce, please contact the at 561-355-47nn.	nis registration or Community Ser	need vices	
If you are unat you can call th	ble to reach the Commu e Help Desk at <u>561-355</u>	inity Services Ad <u>-4357</u> . ,	ministrator	,
Thanks, Community Se	rvices Administrator			
Please Do Not I	Respond To This Email:			
ricuse bo not				

	🚽 9 0 🔺 🕯	× 🛕 🚵 🔍		HHA Regis	tration - Message (H	TML)		
	Message De	veloper						0
Reply	Reply Forward to All	Delete Move to Create Folder *	Other Actions *	Block Not Junk Sender	Categorize Follow Up +	Mark as Unread	A Find → Related → → Select →	
	Respond	Actions		Junk E-mail	Options	la j	Find	
From:	Gopal.Sakam	uri@co.palm-beach.fl.us						Sent: Wed 8/28/2013 5:38 AM
To:	Kathie Brann	en S.						
Co		-						
Subject:	HHA Registr	ation						
Message ATT00001.txt (214 B)								
Thank you for registering for HHA. Please click here to edit. Use <u>KBRANNEN@CO.PALM-BEACH.FL.US</u> as userid and password first.								

Returning Members

If you are a registered Homeless and Housing Alliance member and would like to manage your membership:

• Click the "HHA Members" link

This link will direct you to the Community Services Portal. The portal is your one-time login for accessing all Community Services applications that you have the security to use.

Community Services Portal

Single Sign on Access

Open your IE Browser and copy the following link:

The Secure Single Sign On Internet Application will show only the secure internet applications that you have access to.

• https://secure.co.palm-beach.fl.us/CommSvcLogin/

Login

In order to access the Community Services database, a user must login with given User Name and Password.

The following is an image of the Community Services Portal Login page:

Palm Be	each County Community Services
Community Services	Welcome to Community Services
To enhance and improve the health, welfare and quality of life in Palm Beach County by investing in the	Please enter your User ID and Password
potentials of families and individuals in need	User ID:* ktodd@gmail.com Password:*
810 Datum Street West Palm Beach, FL 33401 Tei: 561-355-4700 Fax: 561-355-3863	Login
Director: Channel Wilkins www.pbcgov.com/communityservices	Forgot User ID Forgot Password Need to Register Privacy Policy HIPAA Agreement

External users' User ID is their registered email address (example: ktodd@gmail.com) Initial Password will be first.

- Enter your User ID
- Enter your Password
- Click the Login button or press Enter

First Time Login

The first time the user uses their login, the user will be requested to set up 2 security questions. These security questions will be used if the user forgets his/her password.

Palm Beach County Commu	nity Servi	CAS
Helping People Build Better Communitie	es	
Security Questions:		
Select Question:* What was your favorite sport in high :	school?	9
Answer* Football Select Question:*		a
Answer:* What is the name of the first schoo What is the name of the High Scho What year did you graduate from I In what city were you born? What is the year of your birth?	ool you attended? ool you graduated from? High School?	
 What is your favorite color? What is your mother's maiden nam What is the street name you grew What is the color of your eyes? 	me? rup in?	

- Select First Question
- Enter First Question Answer
- Select Second Question
- Enter Second Question Answer
- Click the Next button



Click the HHA button

User P	alm Bea	ch Coun	Home ty Comm Registration	Applications unity	Services	Kevin Todd Logout
First Name	Last Name	Phone	Application Lis	St	Committees	Edit
Kevin	Todd	561-123-4567	ktodd@gmail.com	AVDA	<u>View Committees</u>	<u>Edit</u> Records: 1 - 1 of 1
			New			

Change Password

It is highly recommended that you change your password initially and periodically to insure the highest security.



- Hover over the user name
- Click the Change Password link

	Home	Applications	Kevin Todd Logout
Palm Beach Cou Helping People Build	nty Commu Better Communit	inity Serv	vices
	Change Password		
	* Minimum 8 characters & M	ax of 24 Characters	
	* Minimum of 1 Numeric cha	racter	
		_	
Old Password*	•••••		
Enter New Password:*	•••••	Strong password!	
Confirm New Password:*	•••••		
	Change Cance	1	

- Enter your Old Password
- Enter your New Password
- Confirm your New Password

Change Password * Minimum 8 characters & Max of 24 Characters * Minimum of 1 Numeric character					
Old Password*					
Enter New Password:*					
Confirm New Password:*					
	Password Changes Successfully. Change Done				

You should receive "Password Changes Successful" message

Application Navigation

Application Navigation Overview

Once you have logged in successfully, you will go to the Application Navigation screen. The Application Navigation screen will show you all of the applications that you have been granted access to use by the Community Services Administrator.



• Click the HHA button

HHA (Homeless and Housing Alliance)

HHA Overview

The Homeless and Housing Alliance (HHA) system is an internet web application for registration of community-based members for committees intended to help the homeless individuals and families in Palm Beach County. This system will have a user role where the registered members can manage their committees and events and view their individual attendance as well as the attendance of their associated agency members as a whole. This system will have an administrative role where an administrator can mark attendance for the committee meetings and events, send emails, manage the members roles and view individual attendance as well as the attendance of any agency as a whole.

HHA System Application provides the following:

1) HHA Membership Registration for Committees

2) User Role Functionality

- 2.1) Application List
- 2.2) Attendance Report
- 2.3) RSVP Events

Human Services HHA Background Information

The Homeless and Housing Alliance (HHA) of Palm Beach County (formerly the Continuum of Care) is intended to deliver a comprehensive and coordinated continuum of services for homeless individuals and families. The system's fundamental components include homeless prevention, outreach and assessment, emergency shelter, transitional housing, supportive services, permanent housing, and permanent supportive housing. The HHA includes community-based membership with representatives from government, business, formerly homeless individuals, law enforcement, banking, housing service providers, faith groups, education, veterans, health care, and concerned individuals. Palm Beach County Division of Human Services (the Division) continues its role as the lead entity for the HHA which began in January 2006.

HHA User

When you register for HHA Membership, you are signing up as a member for one or more committees. You will be given the role of a User. The User Role will be able to edit an open application and view closed applications. You will be able view the attendance reports and RSVP for Events.

User				Home	Applications	Dicky Ko	malan Logout
Applic	ation List	Palm	Beach Count	ty Communi	ty Services		1.00
Attend	dance Report		Homeless and	Housing Allian	<i>co</i>		
RSVP	Events	and the set	Stometess and	Stousing Attain			
			Арр	lication List			
First	Name Li	ast Name	Phone	Email	Agency	Committees	Edit
Dicky	у К	omalan	561-123-4567	dickyk@gmail.com	Salvation Army	View Committees	View
dicky	/ ki	omalan	455-677-6878	dickyk@gmail.com	Adopt-A-Family	View Committees	View
Dicky	у К	omalan	704-123-4567	dickyk@gmail.com	Housing Partnership	View Committees	View
Dicky	у К	omalan	561-123-4567	dickyk@gmail.com	PBC Department of Econo	View Committees	Edit
Dicky	у К	omalan	561-123-4567	dickyk@gmail.com	AVDA	View Committees	View
							Records: 1 - 5 of 5
				New			

HHA users have the following options:

- Application List
- Attendance Report
- RSVP Event

Application List

The Application List shows all of the applications for the user. There can only be one active application at any given time. You may edit the active application and view all inactive applications.

User	Pal	lm Beach Cou Homeless מ	Home Inty Communation Ind Housing Allia	Applications nity Services ince	Dicky	Komalan Logout
		А	pplication Lis	t		
First Name	Last Name	Phone	Email	Agency	Committees	Edit
Dicky	Komalan	561-123-4567	dickyk@gmail.com	Salvation Army	View Committees	View
dicky	komalan	455-677-6878	dickyk@gmail.com	Adopt-A-Family	View Committees	View
Dicky	Komalan	704-123-4567	dickyk@gmail.com	Housing Partnership	View Committees	View
Dicky	Komalan	561-123-4567	dickyk@gmail.com	PBC Department of Econo	View Committees	Edit
Dicky	Komalan	561-123-4567	dickyk@gmail.com	AVDA	View Committees	View
						Records: 1 - 5 of 5
			New			

View Committees

The View Committees will track the committee start and end date for the membership application committees.

User			Home	Applications	Dicky	Komalan Logout
()	Pal	m Beach County (Homeless and Hor	Communi using Alliand	ty Servic ce	es	
		Applica	ation List		_	
		Details		×		
First Name	Last Name	Committee	Start Date	End Date		Edit
Dicky	Komalan	Executive Committee	10/03/2013		View Committees	View
dicky	komalan	HHA Monthly Meeting	10/03/2013		View Committees	View
Dicky	Komalan				View Committees	View
Dicky	Komalan				ono <u>View Committees</u>	Edit
Dicky	Komalan				View Committees	View
						Records: 1 - 5 of 5

Edit

The Edit allows the user to manage their membership application. You are not allowed to edit your Name or Email Address. You can Cancel this membership which will end all of the Committee activity for this application. You will be able to view this membership application and create a new membership now or later

User	Home Applications	Dicky Komalan Logout
0	Palm Beach County Community Services Homeless and Housing Alliance	
	Edit Application Registrant Info First Name: Dicky Last Name: Komalan Middle Initial: Email: dickyk@gmail.com I would like to receive communications through email I would like to receive communications through text message Cell Phone:* 561-123-4567 Alt Phone: 561-765-4321 Agency:* PBC Department of Economic Sustainability Title: Director	
	Cancel Date: Committees Discharge Planning Executive Committee HIC HIS Oversight New Members Committee PIT Save Back to List	

The Edit will allow the user to update the following information:

- Method of notifications
- Cell Phone
- Alternate Phone
- Agency
- Title
- Select Additional Committee/s

Cancel Membership or Committee

The User will also be able to Cancel this membership application in the Edit by entering a Cancel Date. Entering a Cancel Date will cancel all Committees and the Membership Application. You can Cancel a Committee by de-selection of the Committee. A canceled membership application can be viewed in the Application List.

Cancel Committee

From the Application List, select Edit and de-select the Committee you wish to cancel.

User	Home Applications	Dicky Komalan Logout
Palm I	Beach County Community Services Homeless and Housing Alliance	
	Edit Application	<u>^</u>
Registrant Inf	0	-
First Name: Last Name: Middle Initial: Email: Cell Phone:	Dicky :Komalan : : dickyk@gmail.com I would like to receive communications through email I would like to receive communications through text message : 561-123-4567 Alt Phone: 561-765-4321	E .
Agency:	PBC Department of Health	
Cancel Date:	: Director	
Committees _	Discharge Planning]
	Executive Committee1	
	HMIS Oversight	•

- De-Select the Committee
- Click the Save button
- Click the Back to List button
- Click the View Committees link

		De	tails			×		
First Name	Last Na	Γ	Committee	Start Date	End Date	1		
kathie	brannen		Discharge Planning	08/14/2013	10/22/2013		mmittees	View
		C	Executive Committee1	09/03/2013	09/03/2013)		Percenter 1 - 1 of 1
			HHA Monthly Meeting	08/14/2013	10/22/2013		_	Records; 1 - 1 of 1
			PIT	08/14/2013	10/22/2013			
			Performance Measures Subcommittee		10/22/2013			
		-						

Committee has been canceled as noted by the End Date

Cancel Membership

From the Application List, select Edit and enter the Cancel Date.

User	Home Applications	Dicky Komalan Logout
Palm	Beach County Community Services Homeless and Housing Alliance	
	Edit Application	Â
Registrant Ir	ıfo	-
First Nam Last Nam Middle Initia Ema Cell Phone Agency Titl Cancel Dat	e: Dicky e: Komalan il: il: dickyk@gmail.com I would like to receive communications through email I would like to receive communications through text message for 561-123-4567 Alt Phone: 561-765-4321 r* PBC Department of Health • e: Director e: 10/30/2013	E
Committees	Discharge Planning Executive Committee1 HIC HMIS Oversight	

• Click the Save button

User Admin	н	ome Applications	5	Kathie Brannen Logout
()	Palm Beach County Comm Homeless and Housing	nunity Ser A <i>lliance</i>	vices	
	Registrant Info	ılm-beach.fl.us • to receive ns through		
	Committees		×	E
	Committee Discharge Planning Executive Committee1 HHA Monthly Meeting PIT Performance Measures Subcommittee	Start Date 08/14/2013 09/03/2013 08/14/2013 08/14/2013	End Date 10/22/2013 09/03/2013 10/22/2013 10/22/2013 10/22/2013	E
	Save Back to Lis	τ		, ·

• Click the Back to List button

User			Home	Applications	Dicky	Komalan Logout
	Pal	m Beach Cou Homeless d	anty Commu and Housing Allia	nity Service	S	
		Ą	pplication Lis	st		
First Name	Last Name	Phone	Email	Agency	Committees	Edit
Dicky	Komalan	561-123-4567	dickyk@gmail.com	Salvation Army	View Committees	View
dicky	komalan	455-677-6878	dickyk@gmail.com	Adopt-A-Family	View Committees	View
Dicky	Komalan	704-123-4567	dickyk@gmail.com	Housing Partnership	View Committees	View
Dicky	Komalan	561-123-4567	dickyk@gmail.com	AVDA	View Committees	View
						Records: 1 - 4 of 4
			Hew			

• You may View the closed registration or create a New registration.

Committee Meeting Reminders

The Committee Meeting Reminders are set and managed by the HHA Administrator. The reminders are set to be sent to the committee members a few days in advance of the meeting.

👝 🗐 🖉 🖉 🔺 🖉 🖄 👻 Reminder for Upcoming Meeting Message (HTML)										
	Message De	eveloper							٢	
Reply	Reply Forward to All Respond	Delete Move to Create Folder * Rule Actions	Other Actions -	Block Not Junk Sender Junk E-mail	Categorize Follow v Up v Options	Mark as Unread	Haran Find Related ▼ Select ▼ Find			
From: To: Cc: Subject:	From: admin@hha.org Sent: Wed 11/13/2013 5:00 PM To: Kathie Brannen S. Cc:									
This is Meeti Meeti Meeti Meeti	Subject: Reminder for Upcoming Meeting. This is a friendly reminder about your registered meeting. Meeting Name: New Members Committee Meeting Date: 11/20/2013 Meeting Location : Holy Spirit Episcopal Church Meeting Address : 1003 Allende Road, West Palm Beach									
Please Click the link for $\underline{\mathrm{map}}$										
This is	This is an automatically generated email, please do not reply									

Map Location

The Map location is a link that is sent in the reminder email that allows the member to see the map of the meeting location.



Attendance Report

The Attendance Report can be viewed by the user in two ways: Person Level and Agency Level.

User	Home Applications	Dicky Komalan Logout
	Homeless and Housing Alliance	
	Attendance Report	
	View attendance at	
	Person level: 🔘 Agency level: 🔘	

Person Level

The Search allows the user to view attendance for themselves by Committee or Event or for all members of their Agency by Committee or Event.

User

The User may select to View Attendance by Committee or Event.

User				Home Appl	cations		Dicky Komalan Logout					
The .	<u>)</u>	Palm B	each County Cor Homeless and Housin	nmunity g Alliance	Service	S						
	Attendance Report PBC Department of Health											
View attendance for View attendance by Dicky Komalan:												
	All Members: O		Event	Event: O		L	•					
			Search Back to	Selection			E					
	First Name	Last Name	Committee	Scheduled	Scheduled	%	Detail					
	Dicky	Komalan	Executive Committee1	2	0	0	<u>View Detail</u>					
	Dicky	Komalan	HHA Monthly Meeting	0	0	0	View Detail					
	Dicky	Komalan	Executive Committee1	2	1	50	View Detail					
	Dicky	Komalan	New Members Committee	0	0	0	View Detail					
	Dicky	Komalan	HHA Monthly Meeting	0	0	0	View Detail					
	Dicky	Komalan	HMIS Oversight	0	0	0	View Detail					
							Records: 1 - 6 of 6					

View Details

The View Details will show a pop up of the Details.



All Members

The User may select to View Attendance for All Users of their Agency by Committee or Event.

User				Home Appli	cations		Dicky Komalan Logout			
· ·	@	Palm B	each County Con Homeless and Housing	nmunity g Alliance	Service	S				
	Attendance Report PBC Department of Health									
	Uiew attendanc Dicky K	e for Comalan: ©	View attendance Committee	e by :	AL	L	Committee			
		embers: ()	Event	: 0						
			Search Back to	Selection						
	First Name	Last Name	Committee	Scheduled	Scheduled	%	Detail			
	Dicky	Komalan	Executive Committee1	1	1	100	<u>View Detail</u>			
	Dicky	Komalan	New Members Committee	0	0	0	<u>View Detail</u>			
	Dicky	Komalan	HHA Monthly Meeting	0	0	0	View Detail			
	Dicky	Komalan	HMIS Oversight	0	0	0	<u>View Detail</u>			
							Records: 1 - 4 of 4			
			Print Exp	oort To Excel						

Print

The Print can be performed on any selected members in the search results grid or you may select all at once by clicking the checkbox in the column heading row.

User				Home Appli	cations		Dicky Komalan Lo	ogout			
THE.	<u>e</u>	Palm B	each County Con Homeless and Housin	nmunity g Alliance	Service	s		CY			
Γ	Attendance Report PBC Department of Health										
	View attendance for View attendance by Dicky Komalan: O Committee: O										
	All M	embers: ()	Event	: ©				E			
☑	First Name	Last Name	Search Back to Committee	Selection Scheduled	Scheduled	%	Detail				
	Dicky	Komalan	Executive Committee1	2	0	0	<u>View Detail</u>				
	Dicky	Komalan	HHA Monthly Meeting	0	0	0	View Detail				
	Dicky	Komalan	Executive Committee1	2	1	50	View Detail				
	Dicky	Komalan	New Members Committee	0	0	0	View Detail				
	Dicky	Komalan	HHA Monthly Meeting	0	0	0	View Detail				
	Dicky	Komalan	HMIS Oversight	0	0	0	View Detail				
							Records: 1 - 6	of 6			

- Select all or one or more
- Click the Print button

Men File	nu - Windows Ir	Betty (Aushchaul 1/CSD			serid: ▼ 47 × E	Google		D X
🔶 Fax	vorites	Status: Ready Location: Comment: Page Range All Status: 0 All	Note: ISS-Ricoh907EX ISS-Ricoh907EX ISS-Ricoh907EX IMicrosoft XPS D PDF Complete Print to file Pref Find Number of copies: 1	-GC400-A Document Printer	x Applications ty Service th	es	Dicky Komalan	Logout
	Di	Pages: 1 Interventional and a single page number page range. For example, 5-12	r or a single	12 ³	A	L	Committee	•
	First Name	Last Name	Committee	Schedule	d Scheduled		Detail	-
	Dicky	Komalan	Executive Committee1	2	0	0	<u>View Detail</u>	
	Dicky	Komalan	HHA Monthly Meeting	0	0	0	View Detail	

Export to Excel

The Export to Excel can be performed on any selected members in the search results grid or you may select all at once by clicking the checkbox in the column heading row.

User				Home Appl	ications		Dicky Komalan Logout				
THI.	<u>)</u>	Palm B	each County Con Homeless and Housin	nmunity g Alliance	Service	S					
	Attendance Report PBC Department of Health										
	View attendance for View attendance by Dicky Komalan: Committee: All Members: Event:										
			Search Back to	Selection			E				
☑	First Name	Last Name	Committee	Scheduled	Scheduled	%	Detail				
	Dicky	Komalan	Executive Committee1	2	0	0	<u>View Detail</u>				
	Dicky	Komalan	HHA Monthly Meeting	0	0	0	<u>View Detail</u>				
	Dicky	Komalan	Executive Committee1	2	1	50	<u>View Detail</u>				
	Dicky	Komalan	New Members Committee	0	0	0	<u>View Detail</u>				
	Dicky	Komalan	HHA Monthly Meeting	0	0	0	<u>View Detail</u>				
	Dicky	Komalan	HMIS Oversight	0	0	0	View Detail				
							Records: 1 - 6 of 6				

- Select all or one or more
- Click the Export to Excel button

User			Home Applications		Dicky Komalan Logout	
(m.	<u>@</u>	Palm	Beach County Community Servi Homeless and Housing Alliance	ces		1
			File Download			*
	Uiew attendanc Dicky K All M	e for omalan: @ embers: ⑦	Do you want to open or save this file? Name: Attendance.xls Type: Microsoft Office Excel 97-2003 Worksheet, 4.42KB From: webdev11 Open Save Cancel	ALL	Committee	
☑	First Name	Last Name	While files from the Internet can be useful, some files can potentially	1 %	Detail	ш
	Dicky	Komalan	harm your computer. If you do not trust the source, do not open or save this file. What's the risk?	0	View Detail	
	Dicky	Komalan		0	View Detail	
	Dicky	Komalan	Executive Committee1 2 1	50	View Detail	
	Dicky	Komalan	New Members Committee 0 0	0	View Detail	

Agency Level

The Agency Search allows the user to view attendance by Committee or Event or for all members of their Agency.

Committee

The User may select to View Attendance for All Committees or an Individual Committee.

User			Home Applications		Dicky Komalan Logout
(e	Palm Beach County C Homeless and Hou	ommunity Servio	ces	
	– View attendance by ––––	Attendanc PBC Departmo	ce Report ent of Health		×
	Committee:	Committee: ALL	•		
	Event: 🔘				
		J 			
		Search Bad	ck to Selection		E
		Committee	Scheduled	%	Detail
		HHA Monthly Meeting	0	0	<u>View Detail</u>
		HMIS Oversight	0	0	View Detail
		Executive Committee1	1	100	View Detail
		Standard Policies and Procedures	0	0	View Detail
		New Members Committee	0	0	View Detail
		PIT	0	0	View Detail
		HIC	0	0	View Detail
		Performance Measures Subcommittee	0	0	View Detail

Event

The User may select to View Attendance for All Events.

User		Home Applications		Dicky Komalan Logout
	Palm Beach County C Homeless and Hou	Community Servic using Alliance	es	
	Attendar PBC Depart View attendance by Committee: © Event: © Search	ace Report nent of Health		
	Event	Scheduled	%	Detail
	Have a party	0	0	<u>View Detail</u>
	Luncheon	0	0	View Detail
				Records: 1 - 2 of 2
	Print	Export To Excel		

Print

The Print can be performed on any selected members in the search results grid or you may select all at once by clicking the checkbox in the column heading row.

User		Home Applications		Dicky Komalan Logout
(()	Palm Beach County Homeless and H	Community Service	es	
	Attend PBC Depar View attendance by Committee: Event:	ance Report rtment of Health		
	Search	Back to Selection		
▼	Event	Scheduled		Detail
	Have a party	0	0	<u>View Detail</u>
	Luncheon	0	0	<u>View Detail</u>
				Records: 1 - 2 of 2
	Print	Export To Excel		

- Select all or one or more
- Click the Print button

Alenu - Windows Ir	Abtro/(wabdav11/CSD – C X	userid: - 47 × 8 Google	- □ ×
Coogle Coogl	General Options Select Printer SISS-HPLJ4700-GovCntr-4004x ISS-Ricoh907EX-GC400-A ISS-Ricoh907EX-GC400-A ISS-Ricoh907EX-GC400-Apps Microsoft XPS Document ISS-KonicaBizhubC754-GC400-Apps area PDF Complete Image: Status: Ready Location: Comment: Page Range Image: Selection Current Page	vserid: • 47 × 8 Google • • • • • • • • • • • • • • • • • • •	jo ↓ Sign In 🔌 - Dicky Komalan Logout
	Pages: 1 Enter either a single page number or a single page range. For example, 5-12 Print Cancel Apply		
	Event	Scheduled %	Detail
	Have a party	0 0	<u>View Detail</u>

Export to Excel

The Export to Excel can be performed on any selected members in the search results grid or you may select all at once by clicking the checkbox in the column heading row.

User		Home Applications		Dicky Komalan Logout
0	Palm Beach County Homeless and H	Community Servi	ces	
	Attenda PBC Depar View attendance by Committee: Event:	ance Report tment of Health		
	Search	Back to Selection		
	Event	Scheduled		Detail
	Have a party	0	0	<u>View Detail</u>
	Luncheon	0	0	<u>View Detail</u>
				Records: 1 - 2 of 2
	Print	Export To Excel		

- Select all or one or more
- Click the Export to Excel button

User	Home Applications	Dicky Komalan Logout
P P	alm Beach County Community Services Homeless and Housing Alliance	
	File Download	
r	View Do you want to open or save this file?	
	Name: VolunteerList.xls	
	Ype: Microsoft Office Excel 97-2003 Worksheet, 1.09KB From: webdev11	
	Open Save Cancel	
	Event While files from the Internet can be useful, some files can potentially	% Detail
	Have a harm your computer. If you do not trust the source, do not open or save this file. What's the risk?	0 <u>View Detail</u>
	Lunche	0 <u>View Detail</u>
		Records: 1 - 2 of 2

RSVP Event

The RSVP Event allows you to select an Event to send an RSVP.

User Admin	Home	Applications	Kathi	e Brannen Logout
Palm Beach	County Comm HHA Registration	unity	Services	
	RSVP Events			
RSVP for an event				
	Event:* • Event Da	te:* 🔹		
	RSVP			

- Select an Event
- Select the Event Date
- Click the RSVP button

