Bitfocus

MINER
Homeless Management Information System

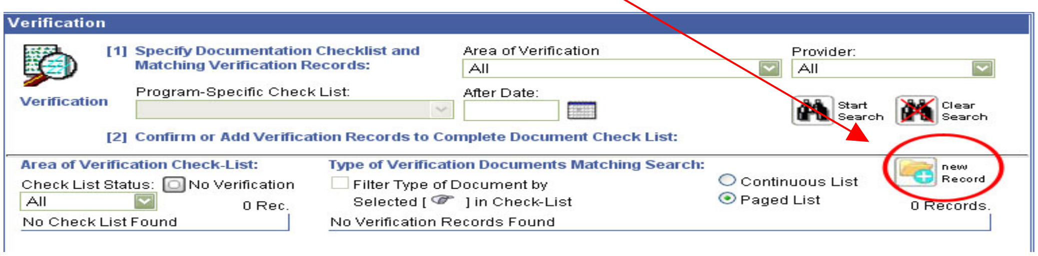
Uploading Documents Using the Verification Tool

The Verification Tool provides a central point for storing descriptive and image documentation of specific client characteristics and statuses [*e.g*. residence, citizenship, disability, employment, Ids, educational attainment, rental, utility, or medical bills].

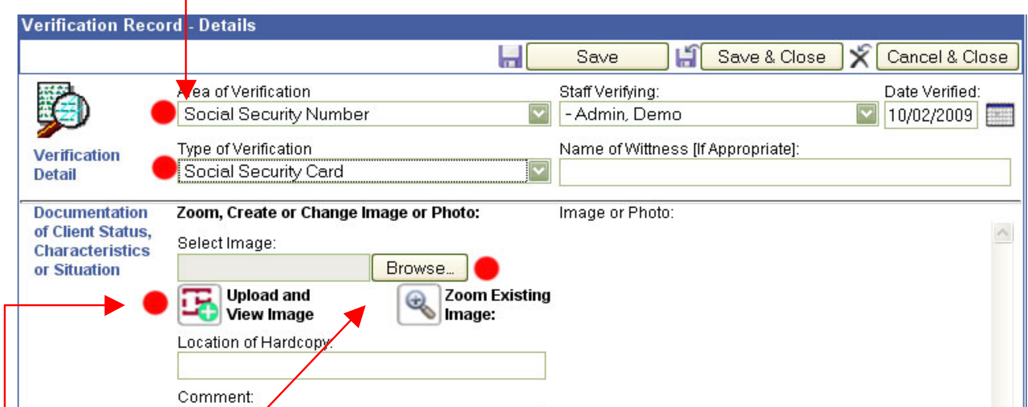
NOTE: Prior to using the Verification Tool, scan the desired document and save as a PDF to a designated file on your computer. All documents must be scanned in black and white with your scanner set to 200 DPI. **HMIS will only recognize PDF files.**

Access the "Verification" tool by selecting it from the left sidebar menu.
Any previously entered documents will be listed on the Verification screen.

To add a new document, click New Record.



Select an Area Category and Type of Verification from the drop down menus.



Click the Browse button to select the document from the correct file on your computer.

Once you have located and selected the document from your computer, click the Upload and View Image button.

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When the file has uploaded, you can select "Click to View PDF File" to verify the document loaded properly.

Click "Save & Close" or the document will not be saved.

The saved document will now be listed on the Verification screen. You can then move on to other areas of the client file or click "New Record" to add another document.