

How to put a client into a different household?

After removing a person from a household in MIS, to put them into another household use the following steps:

If you are moving them into their own household:

1. Use the 'New Household' button on the Client Demographic page.
2. Select their name from the Household dropdown in the popup window. This dropdown will contain the word 'Existing' and all the names of the clients you selected to move (you can select multiple clients by using Ctrl+Click or Shift+Click).
3. Select 'OK'

If you are moving them into an existing household:

1. Use the 'New Household' button on the Client Demographic page.
2. Select 'Existing' from the Household dropdown in the popup window.
3. Enter the first and last name of the target Head of Household.
4. Select 'OK'

- If there are more than one, you will get a popup window listing the matches, so you can view more details about the target household and select the one you want. You can also close that popup without selecting any matches, which essentially cancels the move.

* Please see the User Manual (pages 10-12, steps 18-19) for more details.