# Project Entry

Managing Projects

## How to start a project entry

To be counted in most reports, each client must be enrolled in a project. Enrolling a client in a project in Community Services is a very straightforward process.

## Project entry steps

### 1 Search for the client to enroll

Go to *Clients*, and look for the client you want to enroll in a project using the client search function.

### 2 Add Project Entry

In the client record, go to the *Entry/Exit* tab. Ensure all household members are in the database listed in the Households tab.

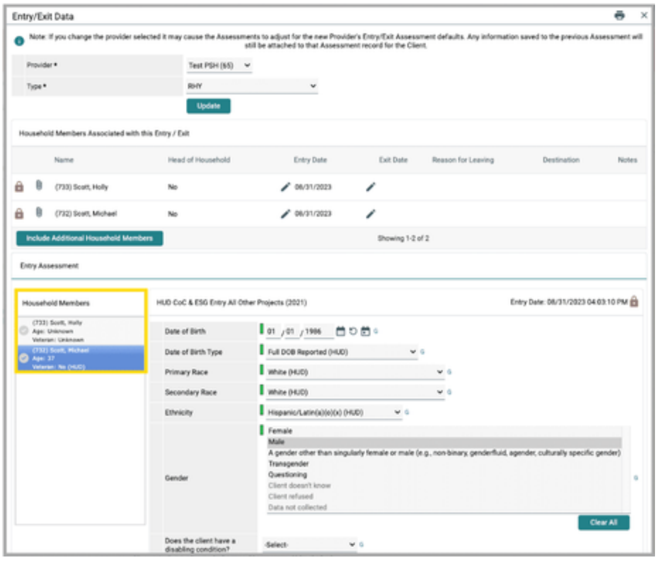
Next, click the *Add Entry/Exit* button.

### 3 Fill out the Entry Data Form and Project Entry Assessments

- The Project Entry Data form appears. Here, select the household members who are entering the project.
- Next, select the *Provider*, the *Project Type*, and the *Project Start Date*.
- In the section below, you'll find the assessment that must be completed for the project entry.

**Remember: Before you start a project entry**

When you *Enter Data As* a provider, all data you enter (project entries, project updates, follow-ups, services, and project exits) will automatically be associated with that provider.




**Pro Tips**

The project entry assessment questions will vary depending on the type of program you are entering data for.

*Note: This guide covers the essentials of the course Managing Project Entries, Updates, and Exits in WSCS. Review the training course for a complete overview.*