

Enter Data As (EDA)

WSCS System Basics

How to work with Enter Data As

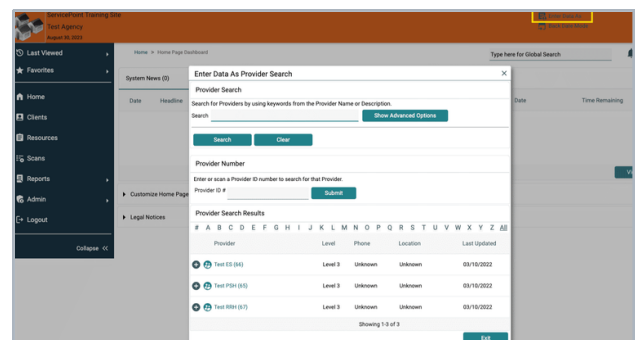


When you *Enter Data As* a provider, all the data you enter (project entries, project updates, follow-ups, services, and project exits) will automatically be associated with that provider.

Adjust provider selection

1 Select Enter Data As

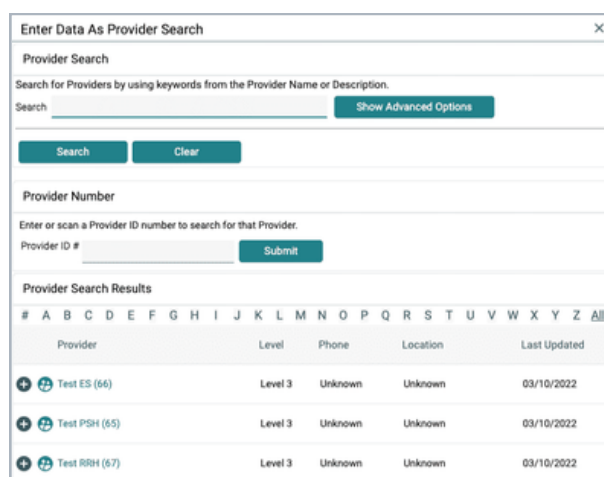
Choose a provider before you start working. In Community Services, select Enter Data As at the top right of the screen, and you will see a list of the available providers.



2 Search for a provider

You can locate the provider you need by entering the provider ID number and selecting submit.

You can also select a letter in the alphabet list, and all the providers for your agency that start with that letter will appear.



3 Select the provider

To select the provider, select the **+** green plus icon. You will see the provider's name in the upper right-hand corner of the screen.



Remember: Choosing a provider with the EDA function is very important! If data is not associated with the right providers, reports will not be accurate.

Pro Tip

Note: This guide covers the essentials of the WSCS System Basics Training. We recommend reviewing the training course for a complete overview.