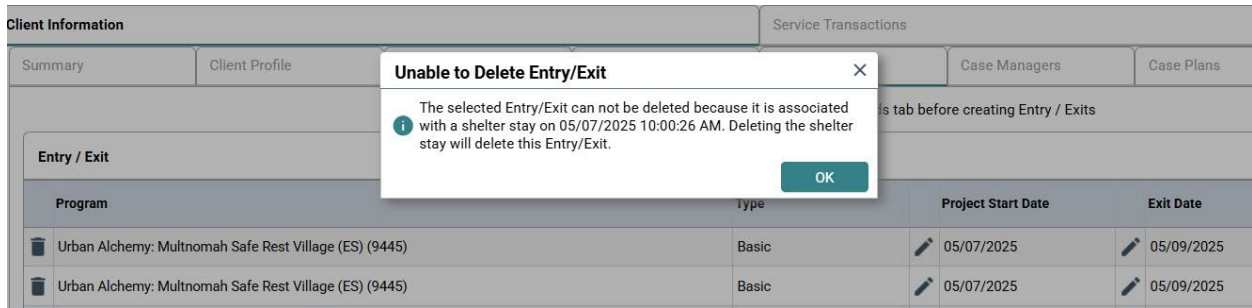
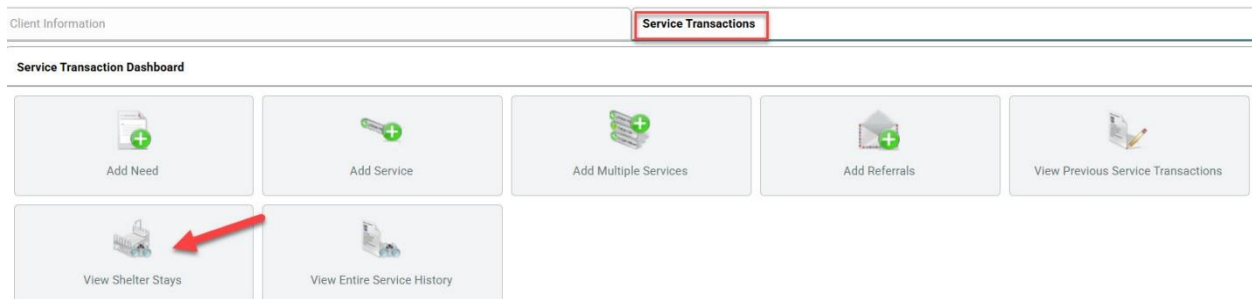


# How to remove a duplicate Shelter entry

When attempting to delete a duplicate Shelter entry by navigating to the Entry/Exit tab and clicking the trash icon, you will encounter an error message that the entry cannot be deleted.



Instead, go to the “Services Transactions” tab and select the “View Shelter stays” option, which will display all Shelter entries. Once you locate the duplicate Shelter entry, click the trash icon adjacent to it.



At this point, HMIS will prompt you to confirm your decision. Click the “Delete” button to finalize the removal of the duplicate Shelter entry.

