

PROVIDER MODULE SETTINGS

To use the **Provider Module Settings** features follow the steps outlined below.

Note: *The Provider Module Settings area is also accessible through the Provider Preferences tab on the Admin Dashboard. There are two different ways to access the same area.*

1. Click the **Admin** tab from the main screen. (See Figure 1-1)

Note: *The options that will display on your Admin screen depend on your ServicePoint user level and the ServicePoint modules installed on your application.*

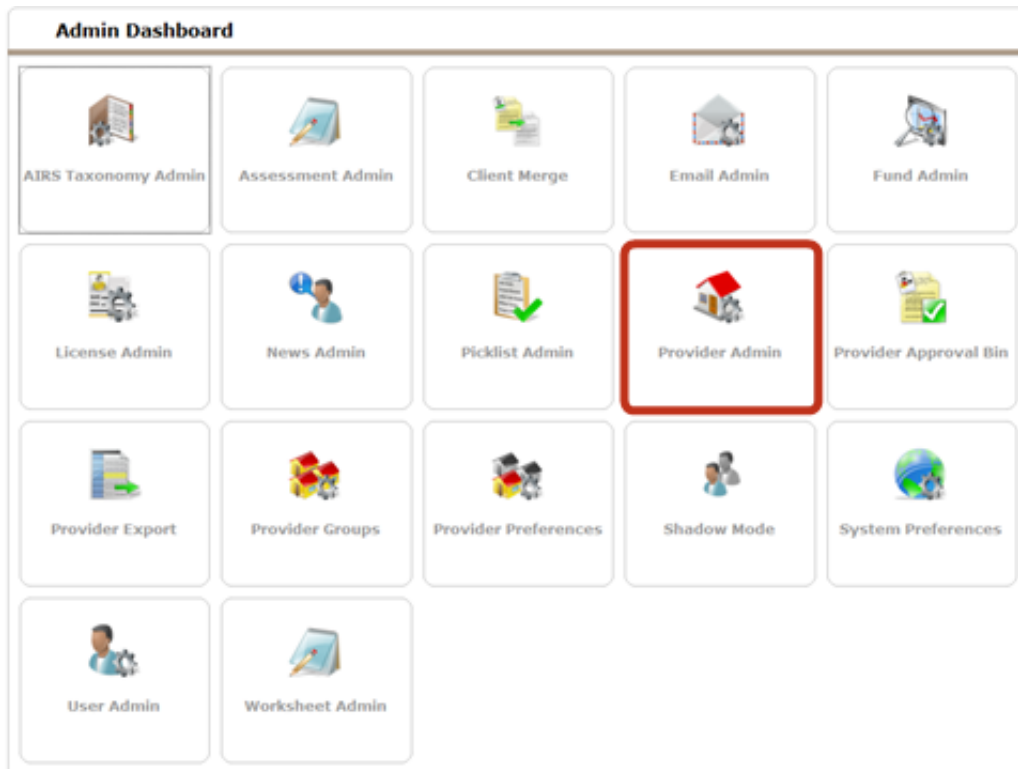


Figure 1-1

2. Click the **Provider Admin** icon to open the **Provider Search** screen. (See Figure 1-2)

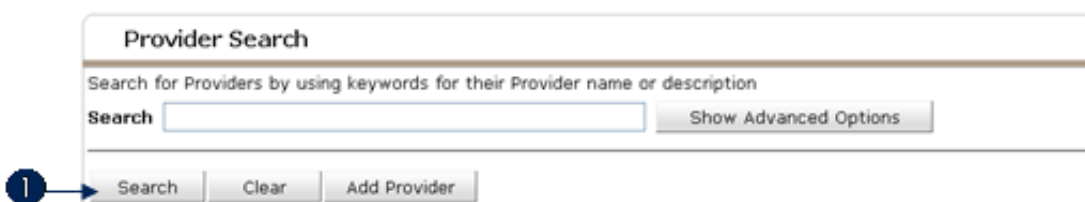


Figure 1-2


3. Enter search criteria and click **Search**. **(1)** The **Provider Search Results** screen will appear. (See Figure 1-3)

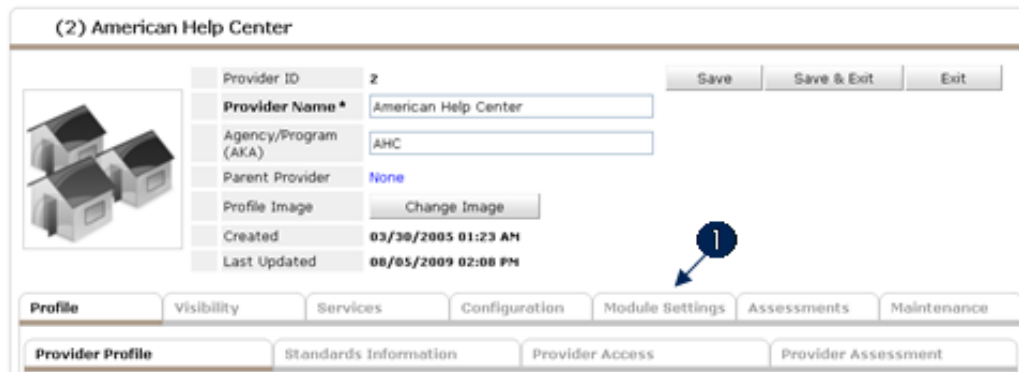


Provider Search Results				
	Provider ID	Name	Type	Last Updated
  	2	American Help Center	Level 1	02/19/2009
  	6	Capital Area Agency on Aging	Level 1	06/20/2006

Showing 1-2 of 2

Figure 1-3

4. Click the **Edit** icon  or click the name of the provider. **(1)** (See Figure 1-4)



(2) American Help Center

Provider ID: 2 Save Save & Exit Exit

Provider Name *: American Help Center

Agency/Program (AKA): AHC

Parent Provider: None

Profile Image: Change Image

Created: 03/30/2005 01:23 AM

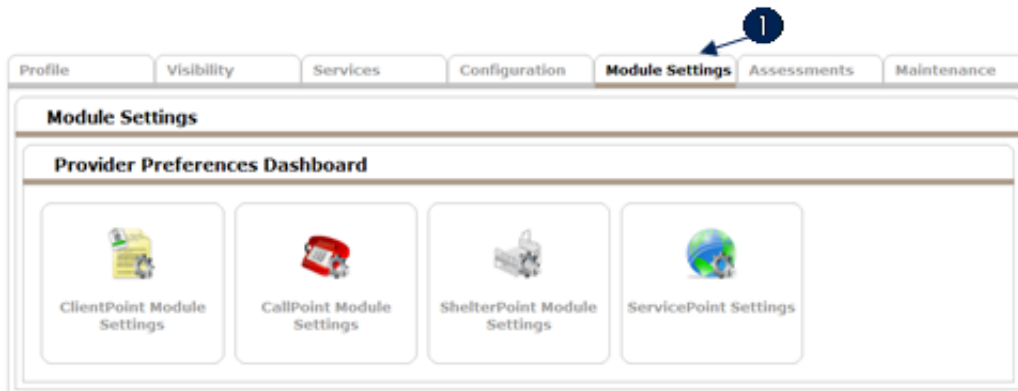
Last Updated: 08/05/2009 02:08 PM

Profile | Visibility | Services | Configuration | **Module Settings** | Assessments | Maintenance

Provider Profile | Standards Information | Provider Access | Provider Assessment

Figure 1-4


5. Click **Module Settings**. **(1)** (See Figure 1-6)





Profile | Visibility | Services | Configuration | **Module Settings** | Assessments | Maintenance

Module Settings

Provider Preferences Dashboard

 ClientPoint Module Settings

 CallPoint Module Settings

 ShelterPoint Module Settings


 ServicePoint Settings

Figure 1-6

6. Notice that **Module Settings** is now the active tab. **(1)** Within **Module Setting** the following areas are available:
- a: *ClientPoint* Module Settings
 - b: *CallPoint* Module Settings
 - c: *ShelterPoint* Module Settings
 - d: *ServicePoint* Module Settings
 - e: *Multiple Services* Module Settings
 - f: *SkanPoint* Module Settings

More:

- ↳ ClientPoint Module Settings
- ↳ CallPoint Module Settings
- ↳ ShelterPoint Module Settings
- ↳ ServicePoint Module Settings
- ↳ Multiple Services Module Settings
- ↳ SkanPoint Module Settings
- ↳ Profile Tab
- ↳ Change a Provider's Profile
- ↳ Visibility Tab
- ↳ What is Visibility?
- ↳ Change a Provider's Visibility
- ↳ Assessments Tab
- ↳ ServicePoint 5.9 Upgrade Note: Provider Assessment to Provider Worksheet Conversion
- ↳ Services Tab
- ↳ Add New Provider
- ↳ Add a New Level 1 Provider
- ↳ Add a New Subordinate Provider
- ↳ Maintenance Tab
- ↳ Provider Maintenance