

Adding / Editing Program Descriptor Data Elements In AWARDS

To update the information for an existing program, complete the following steps:

1. From the AWARDS Opening Menu page, click **System Setup**. The System Setup Menu page is displayed.



2. Click **Agency Program Information**. The Agency Programs Update Menu page is displayed.



3. Click **Add/Edit Entire Program**. The Add/Edit Programs page is displayed.

**Agency Program Information
Add / Edit Programs**

Program	Database
Sample Program ▼	Data Entry ▼

4. Confirm that the Database option is set to its default value - "Data Entry."
5. When making changes to an existing program - Click the **Program drop-down arrow**, select the program in question, and then click **CONTINUE**.

The Agency Program Information page is displayed. By default, the first of the program information tabs, "General Settings," is open on this page. It is used to set basic program information.

General Settings	Optional Settings	HMIS Settings	OMH Settings	Address/Contact Information
Program Name	<input type="text"/>			
Program Group	Benefits Advocacy ▼			
Residence Units	<input type="text"/>			
Monthly Service Units	<input type="text"/>			
AIDS Housing Capacity	<input type="text"/>			
Homeless Housing Capacity	<input type="text"/>			
Drop In Capacity	<input type="text"/>			

6. Click each of the available program information tabs and enter or make changes to the information they contain as necessary. Tabs may include:
 - General Settings
 - Optional Settings
 - HMIS Settings
 - OMH Settings
 - Address/Contact Information

The configuration of your AWARDS database will determine which of these tabs are shown on your Agency Program Information page. You may not see all of the tabs listed above.

For more information on the fields/options found on each of the program information tabs, see the [Program Information Options Map](#).

7. When all program information has been entered or updated as needed, click CONTINUE to save the program information. A confirmation dialog box is displayed. This dialog box shows your updated information, along with the previous values for each field/option if applicable.

If no changes were made, this confirmation dialog box is not shown. Instead, you are taken directly to the read-only report version of the program information mentioned below in step 8.

8. Review the changes carefully, and then click CONTINUE to proceed. A read-only report version of all information for the program is displayed. (To instead cancel the changes and return to data entry mode, click Cancel.)

IMPORTANT! Do not click your browser's back button upon completion of the data entry process. Instead, move forward by clicking one of the available navigation buttons at the bottom of the page. If it is necessary to make additional changes to the program information for example, click Return to Data Entry.

The process of updating the information of an existing program is now complete.