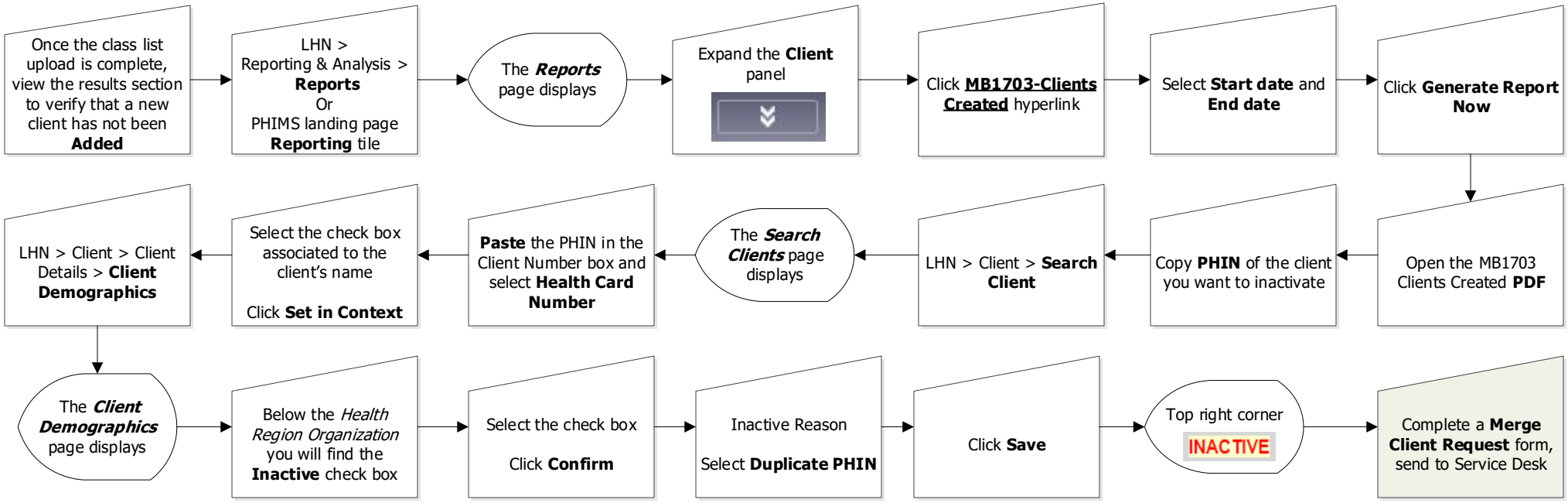
Reports:
MB1703 Clients Created

QRC



Points to Remember:

- Clients are occasionally added (created) during the Upload Client function. This occurs when the upload file has a wrong PHIN number and that PHIN number is not assigned to anybody else in the Province. When this is the case, PHIMS will add (create) a new client in error.
- Users can determine if clients have been added under the "Upload Results" section after doing a client upload.
- The "Clients Created" report should be generated each time the user notices that clients have been "added" during client upload
- The report can also be generated on a monthly basis as a double check in case a user misses the "Clients Added" message when doing a client upload.
- Whenever possible, users should manage clients that were incorrectly created immediately after generating the report. This can be done by toggling back and forth between the application and the report via the tabs at the top of the page.
- Best practice is to manage clients that are incorrectly created immediately, however users who are unable to manage clients immediately, should generate the report at a later time.

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