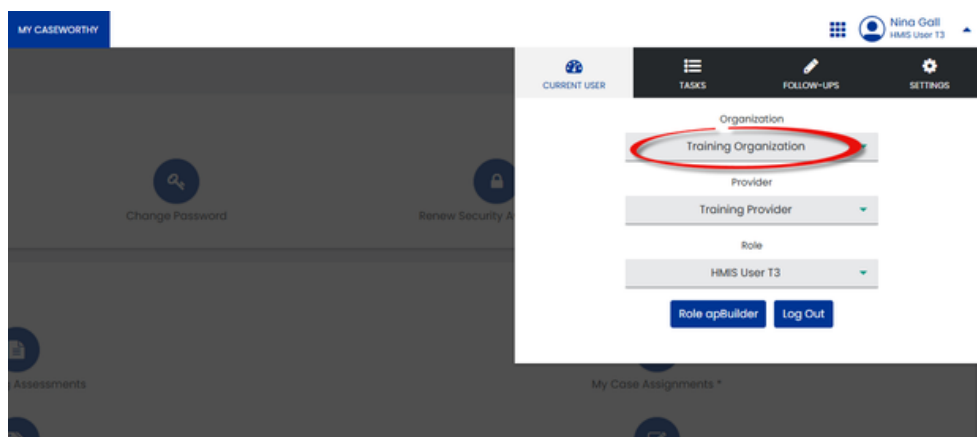# TRAINING/TESTING IN LIVE DATABASE GUIDE

In order to protect the integrity of client data in HMIS, the Training Environment has been deactivated and users can now use the live database for training and testing using the following steps.

*Important note: Users may **only** enter training/testing data through the Training Organization.

1. Login to the HMIS Live Database with your regular username and password
2. Click the dropdown menu in the top right hand corner next to your name
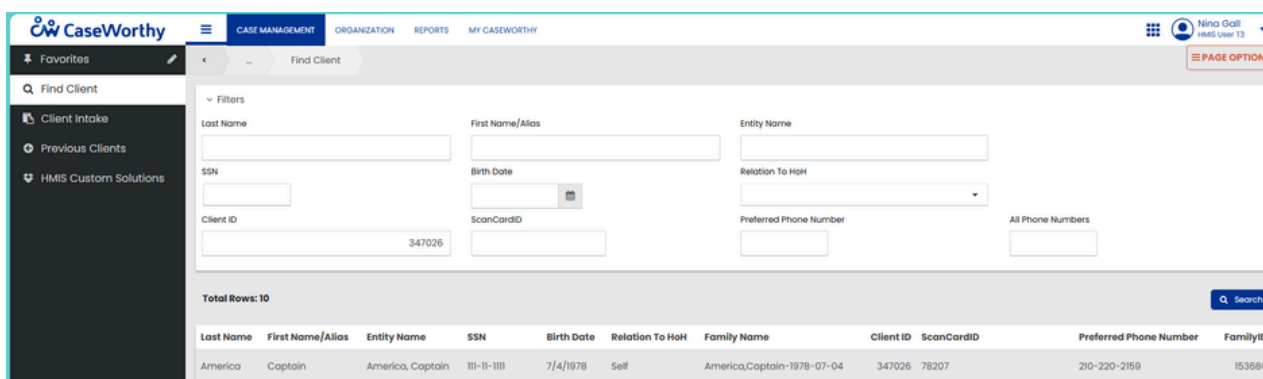3. Click the Organization dropdown menu and select "Training Organization"

Each time you log out and log back in, the system will set your account back to your default organization.

Navigate to the Case Management Workspace and click Find Client to search for a test profile. The following Test Clients are available for you to practice, or you can create your own. No real client data is available in this space.

- Captain America #347026
  - Male Single Adult Veteran
- HMIS Test #303354
  - Female HoH with Spouse and children
- Hermione Granger #452183
  - Female Young Adult

- Garfunkel Test #452210
  - Male Single Adult
- Katniss Everdeen #452261
  - Transgender Female Single Adult
- Luke Skywalker #452264
  - Male HoH with Spouse
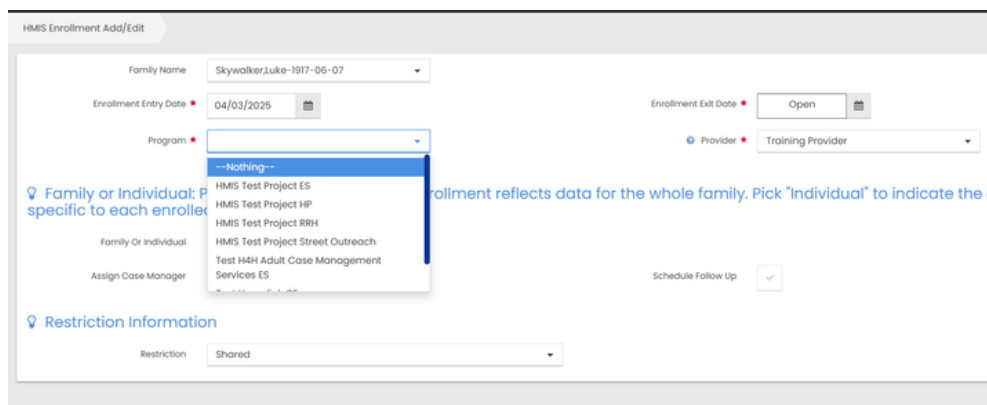
In this space you can practice creating profiles, enrolling clients into test projects, create case notes and services, etc. Data entered in this organization is not shared to real organizations in HMIS so it will not be viewable outside of this organization.

There are a series of Test Projects available in the Training Organization to practice with. Additional projects can be added by request. When practicing the workflow, select one of the available projects from the list below:

- Test HMIS ES
- Test HMIS HP
- Test HMIS RRH
- Test HMIS ESG Street Outreach

- Test Homelink CE
- Test Homelink Prevention CE
- Test H4H Adult Case Management ES
- Test CHCS PATH Street Outreach

Users practicing in the Training Organization will have access to all of the same features and tools as their default organization. If you encounter any challenges while using the Training Organization for testing or training, please submit a ticket to HMIS.Support@havenforhope.org