

## Hennepin Waypoint Application Admin Tool Instructions

To help keep services up to date for our [Hennepin Waypoint Application](#), Hennepin County has created an online Admin Tool, which offers a simple interface to add and update provider services. Organization staff will be given access to provider profiles so individual services (meals, clothing, mental health, etc.) can be easily added, updated or modified. Once submitted it is instantly located and listed in our Hennepin Waypoint application. Please review this document and if you have any questions please contact the GIS Office at: [gis.info@hennepin.us](mailto:gis.info@hennepin.us)

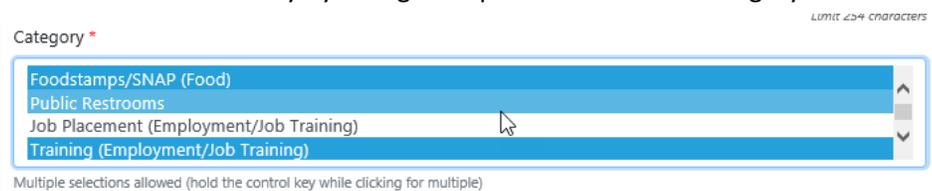
***Please be proactive when entering and updating your services. The success of the application depends on the quality and timeliness of our data. Thank you!***

### **Registration for Access:**

Please visit the Hennepin Waypoint website for information on how to sign up to add and update your services. We also have a FAQ to answer some of your questions about the update tool

### **Important Suggestions before you start to add or edit services:**

- We will create a provider profile record for you to modify and start to add services within. Please update this information before adding services.
- **Review the main categories and possible sub-categories** to determine the appropriate category your services fall within. If you have question please contact us at [waypoint@hennepin.us](mailto:waypoint@hennepin.us) to discuss where to locate your services.
- Some of your services may have been entered prior to gaining access to the admin tool, **please review the services** and also once you have entered new services, review those entries as well, especially checking hours and eligibility.
- When adding shelter information please note that adult shelters go first through the Adult Shelter Connect, with access to their general locations. Youth shelters are handled through the [YSN application](#), family shelters go through the Hennepin County Shelter Team, and Speciality Shelters may not be mapped for safety reasons. Please contact us at [waypoint@hennepin.us](mailto:waypoint@hennepin.us) for more information or assistance should you want to add a shelter location.
- When creating individual services, under the services name section, **add the type of service along with provider name**. For example “Central Library – Chess Club”. This helps when updating your services and also appears as a title in the applications list of services.
- If a provider has a number of services with the same times, location, phone numbers etc. these can be added within one entry by listing multiple services in the category area.



- Include the full path for any organization URLs (i.e. <https://www.....>). Sometimes hyperlinks require this.

## Add Provider:

1. A master provider profile for your organization will be created for you in advance. You will then get assigned access to that provider profile. You may have access to a couple of profiles.
2. You can modify or add to the information within your organization's profile.
3. When modifying the information or address within the provider profile it is helpful to remember that when adding new services the general information from the provider entry can be used to auto-populate the new service entry. See below for more information.
4. And remember for any questions or issues please contact us.

**Edit Provider** [Back to Providers](#)

Name \* \* required  
Hennepin County Libraries

Address 1 \*  
200 Nicollet Mall

Street address

Address 2

Apartment, suite, unit, building, floor, etc.

City \* State \* Zip  
Minneapolis Minnesota 55401

Phone ( 612 ) 543 - 8000 Extension

Website  
<https://www.hcib.org/>

Description

Limit 254 characters

To add a service to this provider once it has been saved, select the provider and then click the 'Add Service' button.

## Add Service:

1. Click on the provider entry and select **Add Services**.
2. If name, address, phone, and URL are the same as the profile, check the box at the top of the screen.

Same (name, address, phone, website and description) as Provider

3. The name could be a combination of service provider and service, this is up to the provider.
4. Include a description explaining the service. There is a 254 character limit.
5. If you only want to supply provider listing with contact information and websites but without any physical location then make sure to uncheck the default **"Add the Service location on the map."**
6. Pick category or multiple categories of services for your new entry.
7. If there are any eligibility requirements please include them. Clients expressed frustration when going to a provider only to find out that they were not eligible. Required documents could include ID, driver's license, proof of residency, bill stubs, or social security information.
8. If the service is only provided during a specific date or range of dates use the temporary/seasonal option.

Temporary/Seasonal?	Temporary/Seasonal Start Date	Temporary/Seasonal End Date
Yes <input type="button" value="v"/>	07/12/2018 <input type="button" value="calendar"/>	08/09/2018 <input type="button" value="calendar"/>

9. Enter times as needed individually or if they are the same during the week use the M-F option. Once you specify the time **click the Add button for each entry**. A single entry will appear. Specify the next day/time entry, then click the add button again.

Day/Days	Start Time	End Time	<input type="button" value="x"/>
Mon	9:00am	11:30am	<input type="button" value="x"/>

10. If service is "every other Monday", "third Tuesday", or some other kind of combination enter it in the **Schedule Notes only**.
11. Review your service entry and click submit.
12. After hitting submit, a window may appear if the address is not the same as our reference locations (shown right). Select the correct address from the list to complete service entry. A different window may appear if a required fields are missing, requesting you to fill them in or possible select a category if one was not designated.

### Multiple addresses found

The address was not found. Below is a list of possible address candidates. Click on a link to add to the form.

[41 12th Street North, Minneapolis, 55403](#)

[41 12th Street South, Minneapolis, 55403](#)