

# Database Austin

## Quick Start: Shelter Managers

### Open Source Shelter Management



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# Welcome!

Welcome to the Open Source Shelter Manager (**OSSM**). We hope this program will help you manage your shelter's data as you go about the vital task of assisting refugees.

This guide will help shelter managers quickly get started managing refugees using OSSM.

If you need the full details for the OSSM Shelter Manager program, please visit the user's guides at <https://www.dbaustin.com/blog/refugee-shelter-manager/users-guide/>

## Getting Started

To use OSSM, contact your system administrator. They will provide you with:

- user name and password (they will also configure what shelters you can access)
- web address of the OSSM application

As a **Shelter Manager**, you can manage refugee records, room assignments, generate rosters, and record the daily activities of your shelters.



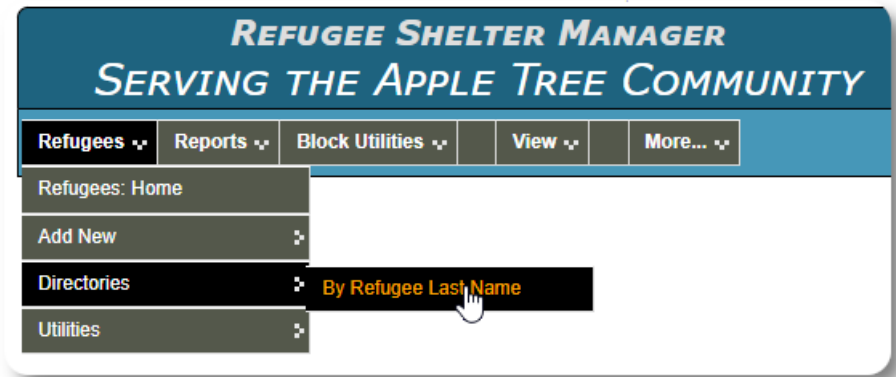
After logging in, you first select the shelter you want to work with.

If you find that you need to work with a different shelter, go to the **View** tab and select a different shelter.

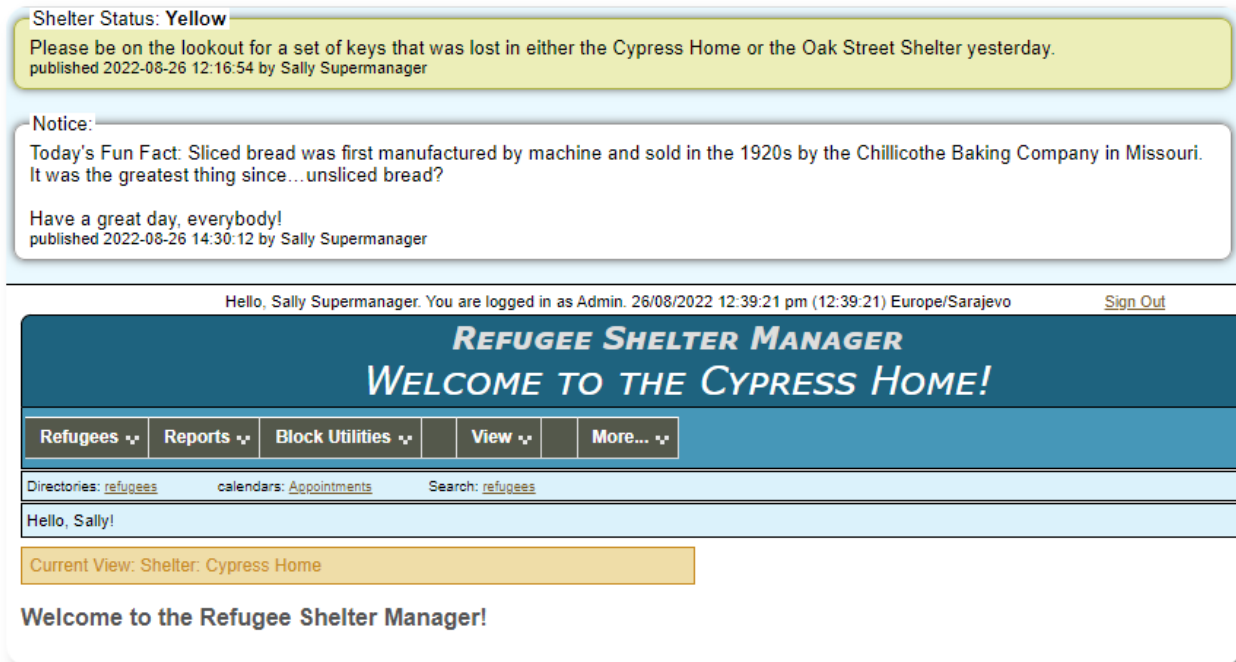


## Getting Around

You can get around quickly by using the drop-down links near the top of your OSSM screen.




Your shelter administrator can post alerts and notifications that will appear at the top of each screen.




# The Refugee Record

The refugee record allows you to view and manage many aspects of a refugee's stay with your organization.

The record is organized in various tabs. To expand a section, click the  icon.


Most of these sections are straightforward. Please visit the master user's guide for details on each section.

**REFUGEE RECORD**  [Edit refugee record](#)



---

Client ID: 000001  
Name: Andrew A. Adams (Male)  
Enrollment Date: 01/07/2022  
Gender: Male  
Language (primary): Belarusian  
Language (secondary): Russian  
Birth Date: 1/7/1974 (48 years old)  
Address: 2345 Nasturtium Budding Beans, BY-HM BY  
Email:  
Phone:  
Attributed To: Director  
Bio: You can add notes here.



---

 SHELTER STAYS (9 STAYS) **CURRENT GUEST** (APPLE TREE SHELTER / #01-202)




---

 HOUSEHOLD  [View Household](#)



---

 RELATIONSHIPS (4)  [Add new relationship](#)



---

 APPOINTMENTS (SHOWING 2 OF 2)  [Add appointment](#)  [View all](#)


---

 SHELTER SERVICES  [Add services](#)


---

 JOURNAL/LOG (SHOWING 5 OF 6)  [Add journal entry](#)


---

 CASE MANAGERS (1)


---

 CASE MANAGER LOGS (1)



---

 PROFESSIONAL CONTACTS (3)


---

 PROFESSIONAL CONTACT LOGS (2)


---

 INCIDENT REPORTS (4)  [Add incident report](#)




---

 PERSONALIZED TABLES (3)




---

 GROUP MEMBERSHIP (3)


---

 IMAGES (1)  [Add new image](#)  [View all images](#)

---

 DOCUMENTS (1)  [Add new pdf](#)  [View all pdfs](#)

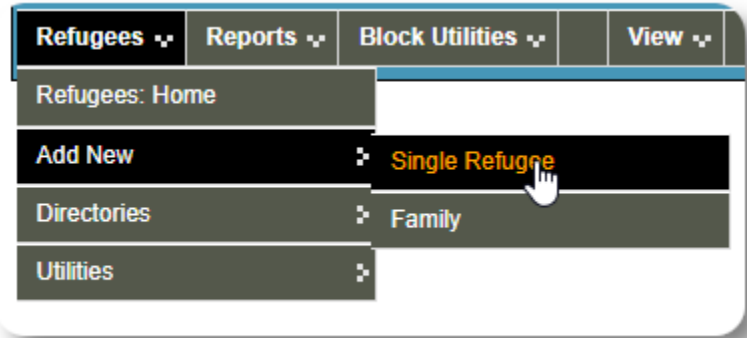
---

 RECORD INFORMATION

# Adding a New Refugee

## Single Refugee

Shelter Managers can add new refugees. When adding a new refugee, you provide basic information. Details about a refugee's stays, relationships, services, etc. are then managed from the refugee record.



**ADD NEW REFUGEE**

clientID: *new*

Refugee First Name\*:

Refugee Middle Name:

Refugee Last Name:

Birthdate\*:   
date format: dd/mm/yyyy

Date entered in program\*:   
date format: dd/mm/yyyy

Gender\*:  Male  Female  Non-Binary  Unknown

Language (primary):

Language (secondary):

Refugee Bio:

Address 1:

Address 2:

City:

Country\*:

State/Province\*:

Zip/Postal Code:

Email:

Phone:

Cell:

Attributed To:

**Add Refugee**

Once the record is saved, you will be returned to the refugee record. From here, you can add shelter stays, appointments, journal entries, etc.

Refugees | Refugee Record

The client record was added

**REFUGEE RECORD** [Edit refugee record](#)

Client ID: 000013  
Name: Aiyla Z. Yilmaz (Female)  
Enrollment Date: 04/08/2022  
Gender: Female  
Language (primary): Turkish  
Language (secondary): English  
Birth Date: 18/8/1976 (46 years old)  
Address: 800 W. Ave  
Adana, TR-01 TR  
Email: [Aiyla@test.com](mailto:Aiyla@test.com)  
Phone: +90 555-123456 (cell)  
Attributed To: Walk-in  
Bio:

**SHELTER STAYS** (0 STAYS)

**HOUSEHOLD** [View Household](#)

**RELATIONSHIPS** (0) [Add new relationship](#)

**APPOINTMENTS** (SHOWING 0 OF 0) [Add appointment](#) [View all](#)

## Add a Refugee Family

You can also add a refugee family at one time.

First you specify the number of family members:

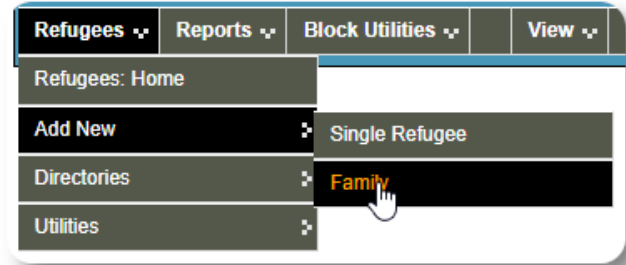
Refugees | Add New Refugee Family

### ADD NEW REFUGEE FAMILY

Number of Family Members\*:

[Next =>](#)

You can now add all the family member information. The first entry will be the Head of Household



ADD NEW REFUGEE FAMILY

Head of Household

First Name\*:

Middle Name\*:

Last Name\*:

Birthdate\*:  date format: mm/dd/yyyy

Gender\*:  Male  Female  Non-Binary  Unknown

Family Member 2

First Name\*:

Middle Name\*:

Last Name\*:

Birthdate\*:  date format: mm/dd/yyyy

Gender\*:  Male  Female  Non-Binary  Unknown

Family Member 3

First Name\*:

Middle Name\*:

Last Name\*:

Birthdate\*:  date format: mm/dd/yyyy

Gender\*:  Male  Female  Non-Binary  Unknown

Date entered in program\*:  date format: mm/dd/yyyy

Language (primary):

Language (secondary):

Refugee Bio:

You can now add all the family relationships after adding the refugee family record.

Refugees | Record | Relationships

The refugee family was added.

### FAMILY RELATIONSHIPS: THE PAPA JONES HOUSEHOLD

PAPA JONES (REFUGEEID: 000035)

Papa Jones	is	Father	to	Baby Dumpling Jones
Papa Jones	is	Husband	to	Mama Jones

BABY DUMPLING JONES (REFUGEEID: 000037)

Baby Dumpling Jones	is	Daughter	to	Papa Jones
Baby Dumpling Jones	is	Daughter	to	Mama Jones

MAMA JONES (REFUGEEID: 000036)

Mama Jones	is	Wife	to	Papa Jones
Mama Jones	is	Mother	to	Baby Dumpling Jones

[Save Relationships](#)

# Managing Refugee Stays

Shelter stays are managed from the refugee record. You can:

- add a new stay
- transfer a current resident to a new room or new shelter
- check out a current resident
- add an historical stay (a stay for a refugee who has stayed and checked out at some point in the past)

## Checking in a Refugee

Let's check in a new refugee into the Apple Street Shelter:

SHELTER STAYS (0 STAYS)  
Add new stay: Apple Tree Shelter

You will be returned to the refugee record. They are now listed as a current guest, and will appear on the appropriate rosters.

If checking in the **Head-of-Household**, you can optionally check in the entire family:

SHELTER STAYS (0 STAYS)  
Add new stay: Apple Tree Shelter   
No stays  
Add historical stay: Apple Tree Shelter   
*Utility to add past stays for this refugee*

CHECK IN  
refugeeID: 00013  
Name: Yilmaz, Ayila  
Birthday/Age: 18/8/1976 (46 years old)  
Address: 800 W. Ave  
Adana, TR-01 TR  
Shelter: Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123  
Check-in Date\*: 11/08/2022  
date format: dd/mm/yyyy  
Check-in Notes:  
Room Selection:

	roomID	Rooms at Apple Tree Shelter	Max / Current Occupancy
<input type="radio"/>	00001	#01-100	6 / 0
<input checked="" type="radio"/>	00002	#01-101	5 / 0
<input type="radio"/>	00003	#01-200	4 / 0
<input type="radio"/>	00004	#01-202	6 / 0
<input type="radio"/>	00005	#02-100	5 / 0
<input type="radio"/>	00006	#02-108	4 / 0

CHECK IN  
Name: Jones, Papa  
refugeeID: 00035  
Household: Head of Household  
Birthday/Age: 6/9/1982 (40 years old)  
Address: DZ-30 DZ  
Shelter: Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, BA-BRC 78123 BA  
Check-in Date\*: 9/27/2022  
date format: mm/dd/yyyy  
Check In Household?:  (check to include entire household)  
Check-in Notes:  
Room Selection:

	roomID	Rooms at Apple Tree Shelter	Max / Current Occupancy
<input type="radio"/>	00005	AT 1-100	6 / 0
<input checked="" type="radio"/>	00006	AT 1-104	7 / 0
<input type="radio"/>	00007	AT 1-133	8 / 0
<input type="radio"/>	00008	AT 2-100	5 / 0



The refugee record now reflects the check-in:

SHELTER STAYS (1 STAY) **CURRENT GUEST** (APPLE TREE SHELTER / #01-101)

Check-out      Transfer refugee: Apple Tree Shelter

Stay History for Aiyla Yilmaz						
stay ID	Check In	Check Out	Duration	Location/Xfers		
00031	11/08/2022 (Thu)	(current)	16	Location/Room	In	Out
				Apple Tree Shelter #01-101	11/08/2022 (Thu)	(current)

Add historical stay: Apple Tree Shelter   
*Utility to add past stays for this refugee*

## Adding an Historical Stay

If this refugee has previously stayed at your shelter and you'd like to update your records, you can use the historical stay feature.

Add historical stay: Apple Tree Shelter   
*Utility to add past stays for this refugee*

**HISTORICAL STAY**

refugeeID: 00013   
 Name: Yilmaz, Aiyla  
 Birthday/Age: 18/8/1976 (46 years old)  
 Language: Turkish / English  
 Address: 800 W. Ave  
 Adana, TR-01 TR  
 Current Residence: Apple Tree Shelter / #01-101  
 Location / Historical Stay: Apple Tree Shelter  
 123 Apple Blossom  
 Sarajevo Canton  
 Sarajevo, 78123

Check In Date:    
date format: dd/mm/yyyy

Check Out Date:    
date format: dd/mm/yyyy

Stay Notes:

Room:

	roomID	Rooms at Apple Tree Shelter	Max / Current Occupancy
<input type="radio"/>	00001	#01-100	6 / 0
<input type="radio"/>	00002	#01-101	5 / 0
<input type="radio"/>	00003	#01-200	4 / 0
<input type="radio"/>	00004	#01-202	6 / 0
<input checked="" type="radio"/>	00005	#02-100	5 / 0
<input type="radio"/>	00006	#02-108	4 / 0

The historical stay form allows you to specify the room, check-in date, and check-out date.

The historical stay is now reflected in the refugee's records. The stay will be reflected in various reports and rosters.

SHELTER STAYS (2 STAYS) **CURRENT GUEST** (APPLE TREE SHELTER / #01-101)

Check-out      Transfer refugee: Apple Tree Shelter

Stay History for Aiyla Yilmaz						
stay ID	Check In	Check Out	Duration	Location/Xfers		
00031	11/08/2022 (Thu)	(current)	16	Location/Room	In	Out
				Apple Tree Shelter #01-101	11/08/2022 (Thu)	(current)
00032	01/06/2022 (Wed)	21/06/2022 (Tue)	20	Location/Room	In	Out
				Apple Tree Shelter #02-100	01/06/2022 (Wed)	21/06/2022 (Tue)
						(historical)

Add historical stay: Apple Tree Shelter   
*Utility to add past stays for this refugee*

## Transfers

You can transfer current guests from one room to another, or from one shelter to another.

SHELTER STAYS (2 STAYS) **CURRENT GUEST** (APPLE TREE SHELTER / #01-101)

[Check-out](#)      Transfer refugee: Golden Lily Home Continue

From the refugee's record, select the destination transfer shelter, and click "Continue".

You can now select the room and the transfer date.

**TRANSFER**

refugeeID: 00013

**Name:** Yilmaz, Aiyla

**Birthday/Age:** 18/8/1976 (46 years old)

**Address:** 800 W. Ave  
Adana, TR-01 TR

**Shelter:** Golden Lily Home  
5353 West Main Street  
Medjugorje, BA-BIH 234123 BA

**Current Location:**

Location/Room	In	Out
Apple Tree Shelter #01-101	11/08/2022 (Thu)	(current)

**Transfer Date\*:**    
date format: dd/mm/yyyy

**Transfer Notes:**

**Transfer to:**

	roomID	Rooms at Golden Lily Home	Max / Current Occupancy
<input type="radio"/>	00019	#01-100	5 / 0
<input type="radio"/>	00020	#01-101	7 / 0
<input type="radio"/>	00021	#02-100	6 / 0
<input checked="" type="radio"/>	00022	#02-202 Room has a crib	5 / 0

Transfer

The refugee's stay record is now updated with the transfer. Occupancy reports and rosters will reflect the transfer.

SHELTER STAYS (2 STAYS) **CURRENT GUEST** (GOLDEN LILY HOME / #02-202)

[Check-out](#)      Transfer refugee: Apple Tree Shelter Continue

**Stay History for Aiyla Yilmaz**

stay ID	Check In	Check Out	Duration	Location/Xfers
00031	11/08/2022 (Thu)	(current)	16	Location/Room
				In
00032	01/06/2022 (Wed)	21/06/2022 (Tue)	20	Location/Room
				In

Add historical stay: Apple Tree Shelter Continue  
*Utility to add past stays for this refugee*

## Check Out

To check out a current guest, click the "Check-out" link on the refugee's record.

SHELTER STAYS (2 STAYS) **CURRENT GUEST** (APPLE TREE SHELTER / #01-101)

[Check-out](#) Transfer refugee:

You can now specify the date of check out, as well as any notes.

**CHECK OUT**

refugeeID: 00013

**Name:** Yilmaz, Aiyła

**Birthday/Age:** 18/8/1976 (46 years old)

**Address:** 800 W. Ave  
Adana, TR-01 TR

**CurrentShelter:** Golden Lily Home  
5353 West Main Street  
Medjugorje, BA-BIH 234123 BA

**Current Stay:**

Location/Room	In	Out	Notes
Golden Lily Home #02-202	22/08/2022 (Mon)	(current)	
Apple Tree Shelter #01-101	11/08/2022 (Thu)	22/08/2022 (Mon)	

**Checkout Date\*:**    
date format: dd/mm/yyyy

**Check-out Notes:**

The refugee stay history now reflects the check-out.

SHELTER STAYS (2 STAYS)

Add new stay:

**Stay History for Aiyła Yilmaz**

stay ID	Check In	Check Out	Duration	Location/Xfers												
00031	11/08/2022 (Thu)	27/08/2022 (Sat)	16	<table border="1"> <thead> <tr> <th>Location/Room</th> <th>In</th> <th>Out</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Golden Lily Home #02-202</td> <td>22/08/2022 (Mon)</td> <td>27/08/2022 (Sat)</td> <td></td> </tr> <tr> <td>Apple Tree Shelter #01-101</td> <td>11/08/2022 (Thu)</td> <td>22/08/2022 (Mon)</td> <td></td> </tr> </tbody> </table>	Location/Room	In	Out	Notes	Golden Lily Home #02-202	22/08/2022 (Mon)	27/08/2022 (Sat)		Apple Tree Shelter #01-101	11/08/2022 (Thu)	22/08/2022 (Mon)	
Location/Room	In	Out	Notes													
Golden Lily Home #02-202	22/08/2022 (Mon)	27/08/2022 (Sat)														
Apple Tree Shelter #01-101	11/08/2022 (Thu)	22/08/2022 (Mon)														
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Location/Room	In	Out	Notes													
Apple Tree Shelter #02-100	01/06/2022 (Wed)	21/06/2022 (Tue)	(historical)													

Add historical stay:    
*Utility to add past stays for this refugee*

## Services

The **shelter manager** can log services for your guests on a daily basis.

From the refugee record, click the "Add services" link.

**SERVICES**

refugeeID: 00003

**Name:** Archer, Art

**BirthDay/Age:** 4/2/1967 (55 years old)

**Language:** English / Spanish

**Address:** 123 Elm  
Apt 123  
Springfield, US-TX 123456 US

**Current Residence:** Apple Tree Shelter / #02-100

**Date of Service\*:**   
date format: dd/mm/yyyy  
*Duplicate services per date will be ignored*

**Services:** Select All Clear All

<input checked="" type="checkbox"/>	Food
<input type="checkbox"/>	Immigration Assistance
<input checked="" type="checkbox"/>	Internet Access
<input checked="" type="checkbox"/>	Laundry
<input type="checkbox"/>	Legal
<input checked="" type="checkbox"/>	Shower
<input checked="" type="checkbox"/>	Transportation

Add Services

You can also view the full service history by clicking "Service Log" on the refugee's record.

APPOINTMENTS (SHOWING 4 OF 4) Add appointment

SHELTER SERVICES Add services

[Service Log](#)

serviceID	Service	Count
00499	Food	9
00504	Immigration Assistance	7
00501	Internet Access	9

Recording services can also be done as a block feature if you provide the same services for a group of people. This is a good time saver.

APPOINTMENTS (SHOWING 4 OF 4) Add appointment

SHELTER SERVICES Add services

Service Log

serviceID	Service	Count
00499	Food	8
00504	Immigration Assistance	7
00501	Internet Access	8
00502	Laundry	6
00503	Legal	6
00500	Shower	8
00505	Transportation	8

Select one or more services, the date of service, then save the record.

The list of services is managed by the administrator under "Admin / Lists".

**SERVICE HISTORY**

Client ID: 000003

**Name:** Art A. Archer (Male)

**Enrollment Date:** 05/07/2022

**Gender:** Male

**Language (primary):** English

**Language (secondary):** Spanish

**Birth Date:** 4/2/1967 (55 years old)

**Address:** 123 Elm  
Apt 123  
Springfield, US-TX 123456 US

**Email:**

**Phone:**

**Services for Saturday, August 27th, 2022**

- Food
- Internet Access
- Laundry
- Shower
- Transportation

**Services for Friday, August 19th, 2022**

- Food
- Immigration Assistance
- Internet Access
- Shower
- Transportation

**Services for Wednesday, August 17th, 2022**

- Food
- Internet Access
- Laundry
- Shower
- Transportation

## Case Managers / Professional Contacts

From the refugee's record, you can assign **case managers** and **professional contacts**. Note that the **case managers / professional contacts** must have OSSM accounts to appear on the list of available contacts.

**Administrators** and **Shelter Managers** can also view (read only) the entries made by **professional contacts** and **case managers**.

+ - CASE MANAGERS (1)

Case Managers:

- ✗ Campbell, Casey / Social Services

Campion, Charles / Social Services of Freedonia

Add

+ - CASE MANAGER LOGS (2)

Sunday, August 28th, 2022

Looked at various issues and concerns raised by Andrew.  
Added at 28/08/2022 00:50:58 by Casey Campbell

Friday, August 26th, 2022

Visited with Andrew today and discussed various things.....  
Added at 26/08/2022 17:25:21 by Casey Campbell

+ - PROFESSIONAL CONTACTS (3)

+ - PROFESSIONAL CONTACT LOGS (2)

## Media Library

You can attach images (jpg, gif, png) to a refugee's record.

You can also upload documents (PDF).




Uploaded images are resized to both thumbnail and large resolution. To view an image in full resolution, click on the thumbnail.

Thanks to <https://www.freepik.com/> for the sample pictures.

+ - IMAGES (3)

[Add new image](#)
[View all images](#)

Showing 3 of 3 images

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Title:</td><td style="padding: 2px;">Sample photo from <a href="https://www.freepik.com/">https://www.freepik.com/</a></td></tr> <tr><td style="padding: 2px;">Description:</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Tags:</td><td style="padding: 2px;">No tags</td></tr> <tr><td style="padding: 2px;">Media Date:</td><td style="padding: 2px;">28/08/2022</td></tr> <tr><td style="padding: 2px;">Upload Date:</td><td style="padding: 2px;">28/08/2022 18:39:39</td></tr> <tr><td style="padding: 2px;">Upload File Name:</td><td style="padding: 2px;">23-2148952965.png</td></tr> <tr><td style="padding: 2px;">Other:</td><td style="padding: 2px;"> <span style="color: red;">✎</span> <span style="color: green;">↔</span> <span style="color: red;">✕</span> </td></tr> </table>	Title:	Sample photo from <a href="https://www.freepik.com/">https://www.freepik.com/</a>	Description:		Tags:	No tags	Media Date:	28/08/2022	Upload Date:	28/08/2022 18:39:39	Upload File Name:	23-2148952965.png	Other:	<span style="color: red;">✎</span> <span style="color: green;">↔</span> <span style="color: red;">✕</span>
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Description:															
Tags:	No tags														
Media Date:	28/08/2022														
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Upload File Name:	23-2148955665.png														
Other:	<span style="color: red;">✎</span> <span style="color: green;">↔</span> <span style="color: red;">✕</span>														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Title:</td><td style="padding: 2px;">Sample photo from <a href="https://www.freepik.com/">https://www.freepik.com/</a></td></tr> <tr><td style="padding: 2px;">Description:</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Tags:</td><td style="padding: 2px;">No tags</td></tr> <tr><td style="padding: 2px;">Media Date:</td><td style="padding: 2px;">28/08/2022</td></tr> <tr><td style="padding: 2px;">Upload Date:</td><td style="padding: 2px;">28/08/2022 18:38:01</td></tr> <tr><td style="padding: 2px;">Upload File Name:</td><td style="padding: 2px;">114360-7309.png</td></tr> <tr><td style="padding: 2px;">Other:</td><td style="padding: 2px;"> <span style="color: red;">✎</span> <span style="color: green;">↔</span> <span style="color: red;">✕</span> </td></tr> </table>	Title:	Sample photo from <a href="https://www.freepik.com/">https://www.freepik.com/</a>	Description:		Tags:	No tags	Media Date:	28/08/2022	Upload Date:	28/08/2022 18:38:01	Upload File Name:	114360-7309.png	Other:	<span style="color: red;">✎</span> <span style="color: green;">↔</span> <span style="color: red;">✕</span>
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Upload File Name:	114360-7309.png														
Other:	<span style="color: red;">✎</span> <span style="color: green;">↔</span> <span style="color: red;">✕</span>														

## Block Utilities

Need to quickly update a group of refugee records? The Block Utility allows you to quickly update journal entries, services, or check-out for any or all refugees that appear on any roster.

## Journal Entry

### BLOCK JOURNAL ENTRIES

You will be able to select residents for a given day and add a journal entry.

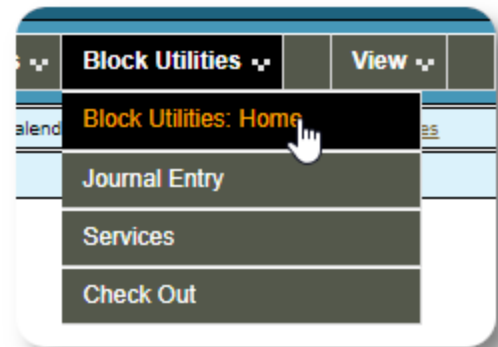
**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date\*:**    
date format: dd/mm/yyyy

**Check-out Status:**  Include those who checked out on this date

[Next =>](#)

Next we select the guests and add our journal entry.



First we select the roster date. We will be able to apply a journal entry to some or all the guests for the selected roster date.

Reports | Shelter Log

### BLOCK OPTIONS: JOURNAL ENTRY

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date:** 28/08/2022

**Journal Entry:**   
*The journal entries will be posted on the roster date.*

**Refugees:**

<input checked="" type="checkbox"/>	Adams, Alice 1/1/2019 (3 years old)
<input checked="" type="checkbox"/>	Adams, Andrew 1/7/1974 (48 years old) Belarusian / Russian
<input checked="" type="checkbox"/>	Archer, Art 4/2/1967 (55 years old) English / Spanish
<input type="checkbox"/>	Azealia, Agnes 28/2/1994 (28 years old) Turkish / English

[\(check all\)](#)   [\(clear all\)](#)

[Apply](#)

The journal entry now appears on the selected refugee's records, for the specified roster date.

JOURNAL/LOG (SHOWING 5 OF 7) [Add journal entry](#)

[Review refugee journal](#)

Sunday, August 28th, 2022

We visited the Wildflower Center today. The children enjoyed to hikes and the weather was good.

[Edit journal entry](#)   [Remove journal entry](#)

Added at 28/08/2022 00:00:00 by Sally Supermanager


## Services

A similar process is used for applying services.

**APPLY SERVICES**

You will be able to select residents for a given day and apply services to some or all of them.

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date\*:**    
date format: dd/mm/yyyy

**Check-out Status:**  Include those who checked out on this date

[Next =>](#)

**BLOCK OPTIONS: SERVICES**

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date:** 28/08/2022

**Services:**

<input checked="" type="checkbox"/>	Food
<input type="checkbox"/>	Immigration Assistance
<input checked="" type="checkbox"/>	Internet Access
<input checked="" type="checkbox"/>	Laundry
<input type="checkbox"/>	Legal
<input checked="" type="checkbox"/>	Shower
<input checked="" type="checkbox"/>	Transportation

[\(check all\)](#)   [\(clear all\)](#)  
*Services will be applied for the roster date.  
Duplicate services for any refugee on a given date will be discarded.*

**Refugees:**

<input checked="" type="checkbox"/>	Adams, Alice 1/1/2019 (3 years old)
<input checked="" type="checkbox"/>	Adams, Andrew 1/7/1974 (48 years old) Belarusian / Russian
<input checked="" type="checkbox"/>	Archer, Art 4/2/1967 (55 years old) English / Spanish
<input checked="" type="checkbox"/>	Azealia, Agnes 28/2/1994 (28 years old) Turkish / English

[\(check all\)](#)   [\(clear all\)](#)

[Apply](#)

## Check Out

Again, a similar process can be used to check out one or more guests.

**BLOCK OPTIONS: CHECK OUT**

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date:** 28/08/2022

**Refugees:**

<input checked="" type="checkbox"/>	Adams, Alice 1/1/2019 (3 years old)
<input checked="" type="checkbox"/>	Adams, Andrew 1/7/1974 (48 years old) Belarusian / Russian
<input checked="" type="checkbox"/>	Archer, Art 4/2/1967 (55 years old) English / Spanish
<input checked="" type="checkbox"/>	Azealia, Agnes 28/2/1994 (28 years old) Turkish / English

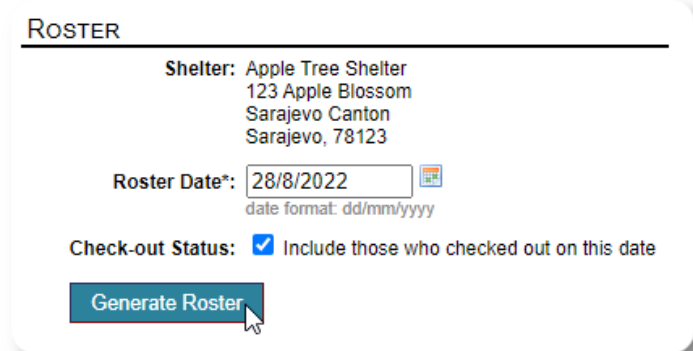
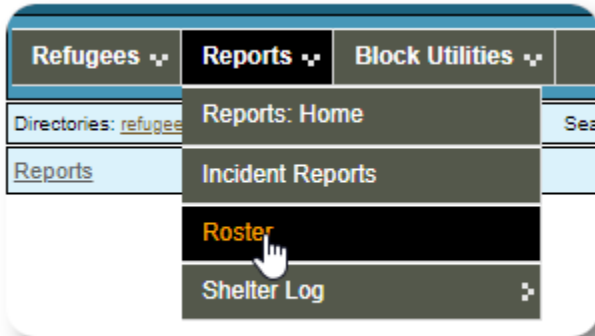
[\(check all\)](#)   [\(clear all\)](#)

[Apply](#)

# Reports and Rosters

## Rosters

Rosters give you information about the guests at your shelters. You can view a roster for any date.



Here is a sample roster.

View as PDF PDF Checkout Report PDF Roster/Page per Refugee/Services

<b>Apple Tree Shelter</b> Wednesday, September 28th, 2022 (includes those who checked out on this date) roster generated 28/09/2022 15:07:06				
<b>Room AT 1-100</b>				
sdID	refugeeID	Name	Age / Gender / Country / Language	Check-in / Check-out / Notes
00011	00020	<b>Jahic, Elnur</b> <i>The Semina Salihovic Household</i>	26/9/1996 (26 years old) / Male Bosnia and Herzegovina Bosnian / English	22/09/2022 - current
00012	00019	<b>Salihovic, Semina</b> <i>Head of Household</i>	24/10/1992 (29 years old) / Female Bosnia and Herzegovina Bosnian	23/09/2022 - current
<b>Room AT 1-104</b>				
sdID	refugeeID	Name	Age / Gender / Country / Language	Check-in / Check-out / Notes
00001	00002	<b>Adams, Alice</b> <i>The Art Archer Household</i>	1/1/2019 (3 years old) / Female Armenia Hungarian / Italian	14/09/2022 - current
<b>Room AT 1-133</b>				
sdID	refugeeID	Name	Age / Gender / Country / Language	Check-in / Check-out / Notes
00005	00003	<b>Archer, Art</b> <i>Head of Household</i>	4/2/1967 (55 years old) / Male Ukraine Ukrainian / German	20/09/2022 - current
<b>Room AT 2-100</b>				
sdID	refugeeID	Name	Age / Gender / Country / Language	Check-in / Check-out / Notes
00009	00008	<b>Smith, Suzy</b> <b>BANNED</b> <i>Head of Household</i>	4/6/1996 (26 years old) / Female Turkey Finnish / Cantonese	13/09/2022 - current



For any date, you can view a PDF check-out report. The report will have one page per refugee, with a list of all the services they received during their stay.



## Shelter Log

You may want to log the daily activities of your shelter. You can add shelter log entries during the course of the day, which are time stamped and can be viewed by your administrators.

**SHELTER LOG ENTRY**

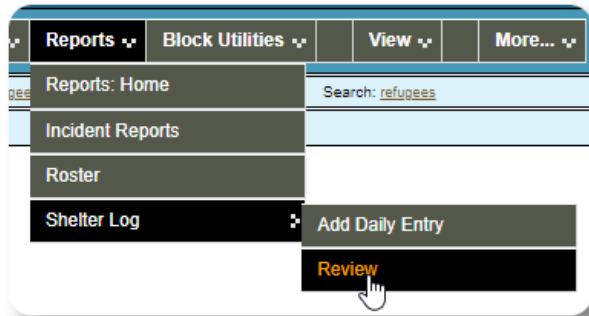
Shelter: Apple Tree Shelter

Address: 123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

Log Entry: We are planning on 14 people for dinner. We are making beans, enchiladas, and rice.

[Add Log Entry](#)

You can also run a shelter log report for any given time frame:



**SHELTER LOG ENTRY**

Shelter: Apple Tree Shelter

Address: 123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

Shelter Log Entries:  define your report range:

Start\*: 01/01/2022  
date format: dd/mm/yyyy

End\*: 29/08/2022  
date format: dd/mm/yyyy

predefined time periods: Today

Don't use a time period for this report

[View Log Entries](#)

## **A Final Thought**

Thank you for caring for the men, women and children who have have left their homelands in search of a better life. We hope that OSSM can help you in your worthy efforts.

In the words of Pope Francis

*Inspire us, as nations, communities and individuals, to see that those who come to our shores are our brothers and sisters.*