# Changing the System Date (Back Date Mode)

Last updated: Feb 6, 2025

## Summary

Back Date Mode should be used whenever you are entering data that was collected on or occurred any day before today's date. Making sure data is entered on the date it was collected, or when an event occurred, ensures that our system gives an accurate picture of the clients being served at that point in time. The article below describes how to activate Back Date Mode and confirm it has taken effect.

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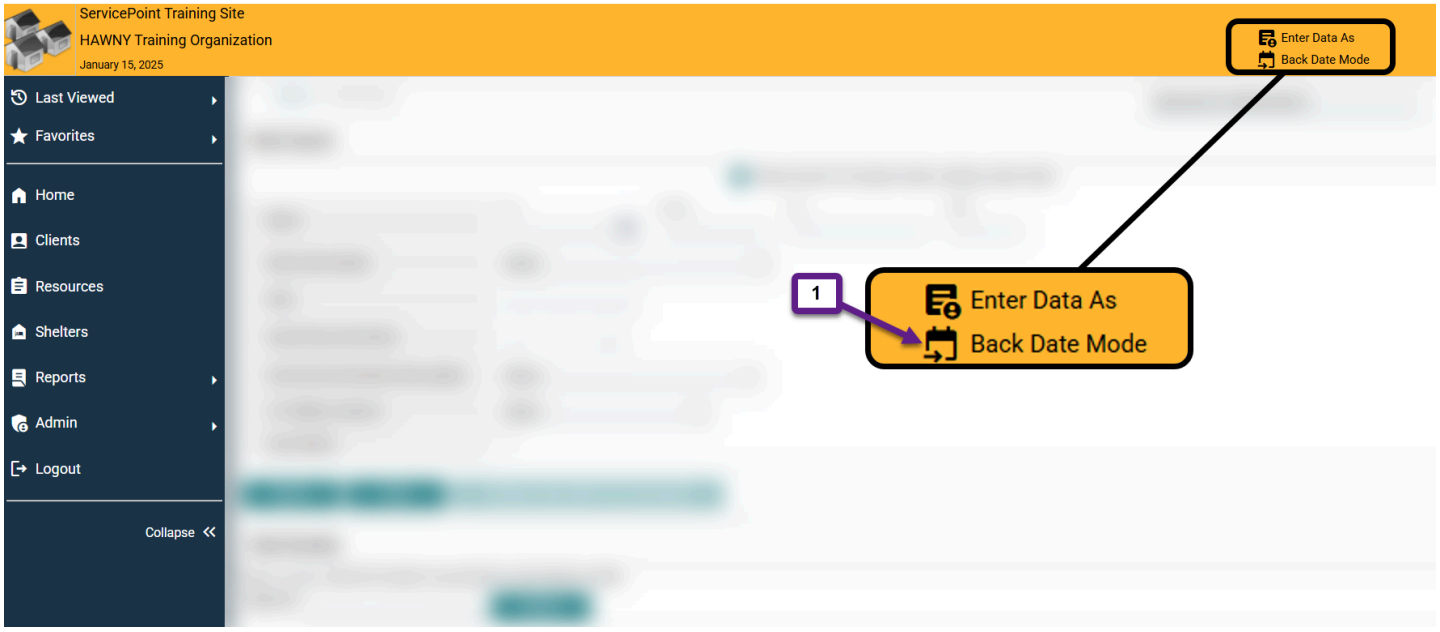
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## Step-by-Step Instructions

### Step 1 - Find and select the "Back Date Mode" button.

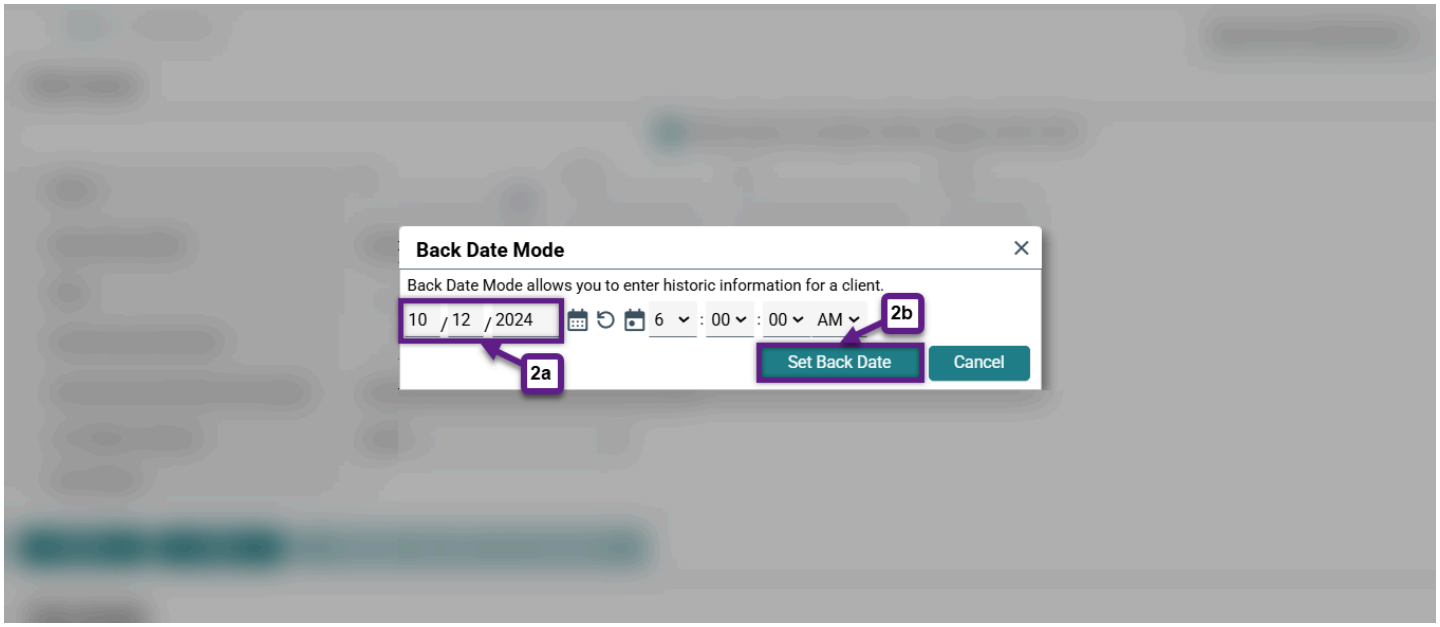
The "Back Date Mode" button will always be located in the right corner of the screen along the top banner. Click the **calendar icon or text to enter Back Date Mode** (**1**). Note that the top banner in this image is orange, signifying that the user is in the HMIS training site. In the live HMIS site, the top banner will be light gray.




## Step 2 - Enter the appropriate date.

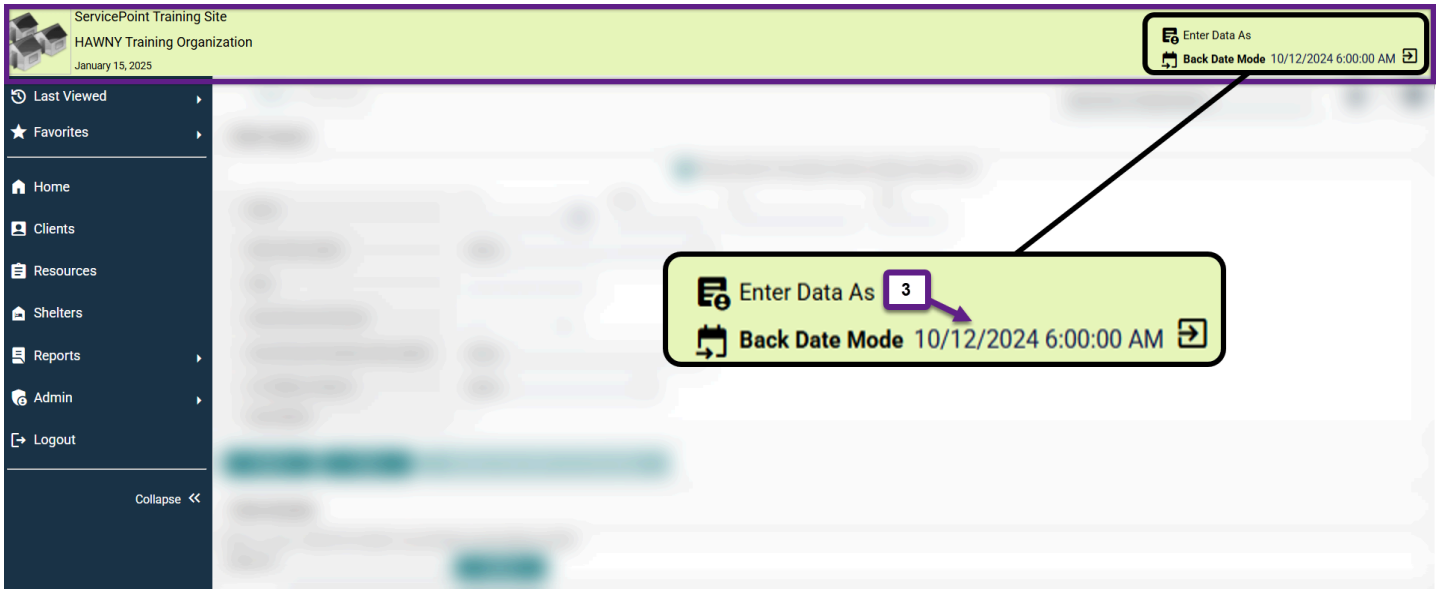
Once the "Back Date Mode" button is clicked, a window will open prompting the user to **enter a date** and time. Virtually always, the time can be left as the pre-set time, 6:00am.

First, enter the appropriate date in the format **MM/DD/YYYY** (**2a**). Once the date is entered correctly, click the **"Set Back Date"** button (**2b**).



## Step 3 - Ensure that Back Date Mode has taken effect.

When Back Date Mode is in effect, the top banner of the screen will **change color** (**1**), and the **selected date will appear** next to the “Back Date Mode” button (**2**). This is true for both the training site and the live site.

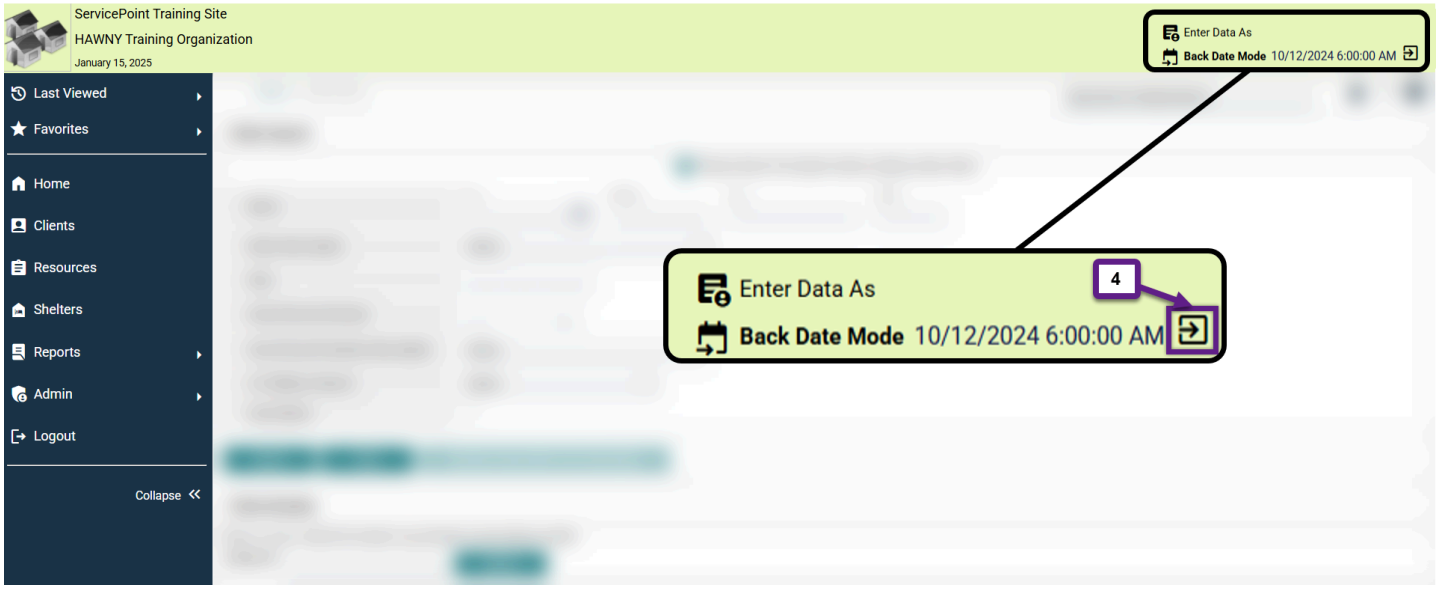



## Step 4 - Exit Back Date Mode.

To exit Back Date Mode, click the icon located to the far right of the “Back Date Mode” button.

After exiting:

- The banner at the top of the screen should return to a light gray color.
- The date listed next to the “Back Date Mode” button should disappear.



## Frequently Asked Questions

### When do I need to use Back Date Mode?

Back Date Mode should *always* be used when entering data that was collected on any date in the past, or when you're recording an event that happened in the past.

### What happens if I forget to Back Date my data entry?

In most cases, if you forget to use Back Date Mode before you start entering data, you will need to delete all of the information that you entered on the wrong date to correct it. Because of this, we always encourage users to double check the collection/event date before they start entering any data into HMIS.

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### Still having trouble?

If you are still having issues using Back Date Mode, please contact the HMIS Administration Team at HMIS@wnyhomeless.org.