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| **Summary:**  Use Add/Edit Services or Quick Services page to quickly record Activities and Services for your Client |  |
| **Start**: **Create Services record:**   * Click **New** * Select Date and Staff; Location and Comments are optional * Click **SAVE** * Select the Program component tab in the bottom section   The first time you create a record for the client,  you will need to check the Program Component to use and click SAVE; afterward, the Component  will be displayed on its own tab |  |
| **Next**: **on the Component tab:**   * Check all Services to be logged for the client * Update Number of Units if needed * Select the Milestone in the dropdown * Check Milestone Completed if true * Click **SAVE** |  |
| **Optional**: **Set the Component tabs:**   * Click Selected Tabs tab * Check or uncheck to indicate which Components will be used * Click **SAVE**   Unchecked tabs will not be displayed  This can be changed as needed |  |