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| **Summary:** Use the Services page to add and view services for your client; all services will be displayed here no matter what page was used to record them. |  |
| **Start**: **View or create Program Components in top container:** * Click **NEW** to create new Component
* Select Component and Staff
* Click **SAVE**

If Program Component is auto created, it will be displayed automaticallyStatuses may be created with popup up Status page |  |
| **Next**: **Record Services:** * Select appropriate Milestone in Milestone Container first
* Click **NEW** in Activity Container at bottom
* Enter or select Activity data as required
* Click **SAVE**

Service is displayed in grid; Activity Type indicates on which page it was recordedMove to Milestone allows you to link the selected Activity to a different Milestone |  |
| **Next**: **Record Milestone Status Updates in Milestones Container:** * Select the appropriate Milestone
* Select Status and Date, Comments are optional
* Click **SAVE**

Refresh Milestones brings in new Milestones for active client |  |
| **Services Options:*** Some Services may have different fields available, such as End Date or Time
* If Complete checkbox is displayed and checked, selected Milestone status will be changed to “Complete” automatically
* Amount, Location, Description, Comments are all optional
* SCHEDULE opens popup to schedule recurring activity
* STATUS opens popup to record current Status and displays in Status column
* Magnifying Glass Opens Comments field in larger window
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