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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 automatically  Statuses 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 recorded  Move 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 |  |