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| **Summary:**  Use Sessions page to record services for multiple clients; Services linked to Milestones will display on Case Plan page |  |
| **Start**: **Select Program & Component:**   * Open Sessions page * Select Program and Component |  |
| **Next**: **Select Client(s):**   * Click **SEARCH**   Available Clients will be displayed in  Client Listing grid   * In Client listing grid, select Client(s)   Use CTRL + Click to select multiple records individually  Use SHIFT + Click to select a range of records |  |
| **Next**: **Select Service(s):**   * In Service Listing grid, Select Service(s)   Use CTRL + Click to select multiple records  Use SHIFT + Click to select range of records |  |
| **Next**: **Record Services:**   * Select Date * Click **SERVED**   Records will be displayed in Client Served Listing grid |  |
| **Optional**: **Link to Milestone:**   * Select record(s) in Client Served Listing grid * Select Milestone in dropdown * Status, Staff, Units are optional * Click **UPDATE**   Use Append Note to Selected Customers to attach  a note to the selected records if desired |  |