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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 individuallyUse 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 recordsUse 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 |  |