

Scheduling Future Services

Step	Action
1.	Click the Service Capture link from your homepage to open your service capture calendar. 
2.	Click the Schedule Future Services link. 
3.	Use this calendar to select the dates to record service. You may select multiple dates.
4.	The selected dates are now highlighted in green. The current date is always highlighted in yellow. Click the OK button. 
5.	Click the clock icon to select a service time. 
6.	For the remaining services you may manually enter other times, or repeat the same time for all dates by clicking the the Repeat Same Time button. 
7.	Enter the appropriate information into the End Time field.
8.	Click the Service Type dropdown to specify the service type. Note that the options on the form will change based on the type of service that is selected from the dropdown list.
9.	Click the Session Type dropdown. 
10.	Click the Group Size dropdown. 
11.	Click the Service Location dropdown. 
12.	Click the Continue button. 

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13.	When scheduling a future service, you will not yet enter the Progress Indicator, Session Notes, or Certification of Services fields.
14.	Click the Save button. 
15.	The service has been saved. Next to the date it is indicated as "Saved". If you have additional future services to record, or selected more than one student, click the Select Record dropdown to schedule another service
16.	Click the Service Capture calendar to view these records on the calendar. 
17.	The scheduled future service dates now appear on the Service Capture calendar in peach. Peach records are “incomplete” until they have been certified.
18.	Click to view the service details.
19.	End of Procedure.