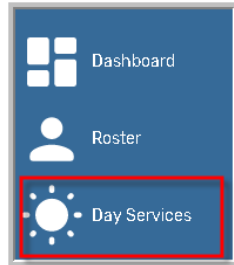




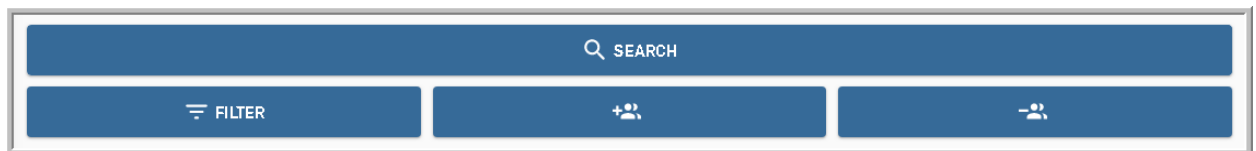
Anywhere Day Services

Selecting Consumer Cards


1. Select the Day Services module on the dashboard. Select a Default Location.



2. The Day Services window will open and if anyone has been clocked in for the day, that information will display. To select individuals to Clock in or Clock out, use the People Roster button at the bottom of the screen. There are several filtering options that will display in this window. These filtering methods allow users to select the consumers in which they need to document services. If default settings have been assigned for a specific Day Service location, Roster location or Roster group, the consumers assigned will appear in the Roster window.



- **Search:** This filter will allow users to search consumers by their first name, middle name, or last name. This search will list any combination of first name, middle name, or last name from the letters typed into search field. Once the suggestive typing is completed, select enter. The roster will then display all consumers that meet the search criteria.
- **Filter:** Allows you to search for consumers by Date, Location and Group(s). Users can use one filter or combination of these filters to narrow your search for consumers.

- The **People icon with the plus**  selects all consumer cards at one time. All cards will become highlighted and all consumer names will appear in the Day Services window.

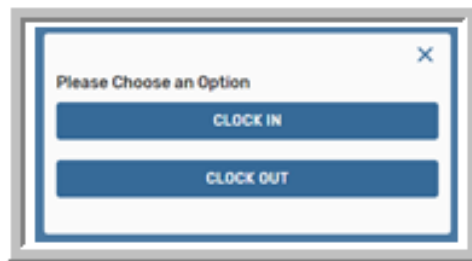
- The **People icon with the minus**  de-selects all consumer cards. The highlighting will disappear.



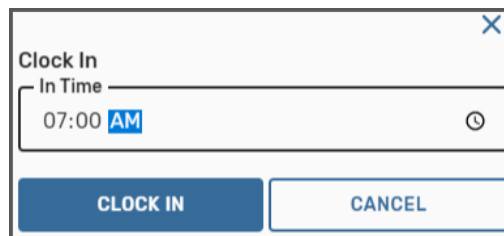
Anywhere Day Services

- Select consumer card(s) by using a method above or by individually selecting a consumer card. As cards are selected, the name(s) will become highlighted. Select Done.

3. A prompt box will appear, select Clock In.



4. Insert the start time then select Clock In.



5. A card(s) will appear displaying the day services information. If the Location or the Individual have a Default Location or Group assigned in Advisor, those selections will be applied to their Clock In. The red exclamation point indicates the end time is missing. The red exclamation point indicates a required field.

Filtered By:
Location: BIG DAY SERVICE Date: 08/12/2020

Katniss Everdeen		Acuity: A1		Marie Gonser		Acuity: B			
In	Out	DS Type	Group	CI	In	Out	DS Type	Group	CI
7:00 AM	!	Adult Day	-	-	7:00 AM	!	Adult Day	-	-
Mocha Parsley		Acuity: A		Nikki Parsley		Acuity: A			
In	Out	DS Type	Group	CI	In	Out	DS Type	Group	CI
7:00 AM	!	Adult Day	-	-	7:00 AM	!	Adult Day	-	-



Anywhere Day Services

- To clock out, select the red exclamation point on the consumer card. Insert information regarding the clock out time. The following fields will display on the clock out card: clock in time, clock out time, day service type, group, and community integration here. Once selections are complete, select Save.
 - If the record needs to be deleted, select the red exclamation point on the card. Select Delete record. A prompt box will appear, select delete entry. If cancel is selected, the prompt box will return to the time entry card below.

Katniss Everdeen

In Time
07:00 AM

Out Time
---:-- --

DS Type
Adult Day

Group

CI

SAVE DELETE RECORD

- The above selected entries will populate on the day service card.

Katniss Everdeen		Acuity: A1		
In	Out	DS Type	Group	CI
7:00 AM	7:05 AM	Adult Day	-	-

- To clock out multiple individuals, select the Mult Select Button. When selected, there is an option to Select All cards and Select None.



Anywhere Day Services

Katniss Everdeen Acuity: A1					Marie Gonser Acuity: B				
In	Out	DS Type	Group	CI	In	Out	DS Type	Group	CI
7:00 AM	7:05 AM	Adult Day	-	-	7:00 AM	7:00 AM	Adult Day	-	-

Mocha Parsley Acuity: A					Nikki Parsley Acuity: A				
In	Out	DS Type	Group	CI	In	Out	DS Type	Group	CI
7:00 AM	7:00 AM	Adult Day	-	-	7:00 AM	7:00 AM	Adult Day	-	-

- Select All- This option allows users to select all consumer time cards in the window. When selected, all time entries will become highlighted in yellow.
- Select None- This option will deselect all cards and remove the yellow highlighting on the time entry.
- If users need to deselect a specific time card, users may select the red exclamation point on the time entry. This will remove the highlighted entry and this card will not be included in the group clock in, clock out, or deleting records.
- To cancel the Multi Select option, select the Multi Select button. The Multi Select window will close and return the user to the time card(s).

Katniss Everdeen Acuity: A1					Marie Gonser Acuity: B				
In	Out	DS Type	Group	CI	In	Out	DS Type	Group	CI
7:00 AM	7:00 AM	Adult Day	-	-	7:00 AM	7:00 AM	Adult Day	-	-

Mocha Parsley Acuity: A					Nikki Parsley Acuity: A				
In	Out	DS Type	Group	CI	In	Out	DS Type	Group	CI
7:00 AM	7:00 AM	Adult Day	-	-	7:00 AM	7:00 AM	Adult Day	-	-