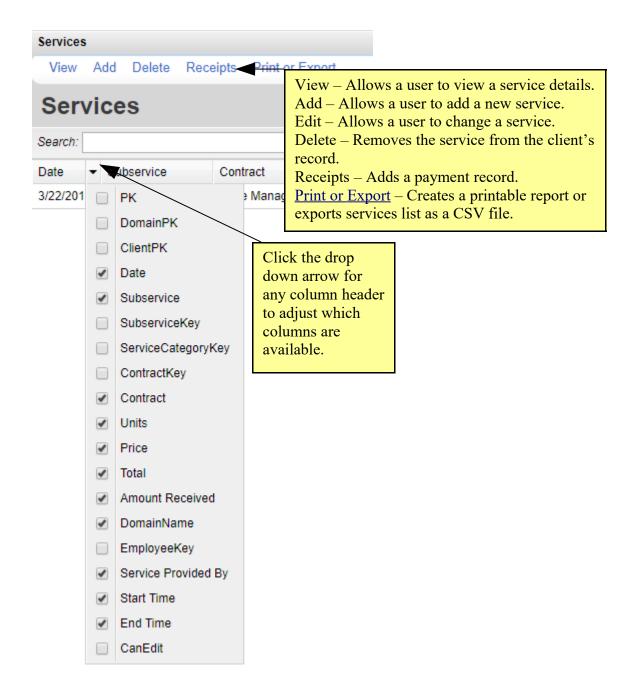
Entering Services

To enter a new service or make changes to previously entered services click Services.



Note: Services are required for the RSR. The service category of services delivered determines what other data is required for the client in the RSR.

1. Click Add.

Services					
View A	<mark>dd</mark> Delete Re	ceipts Print or Exp	ort		
Services					
Search:					
Date	Subservice	Contract	Units	Price	Total
3/22/2018	Case Managemer	t Case Managerment	t 1	\$0.00	\$0.00

2. Enter Date.

Services	> Add	Service
Next	Back	
	Date:	4/6/2018
Service	Name:	2

- 3. Click the drop down arrow.
- 4. Select a service.
- 5. Click Next.

Services	s > Add §	Service	
Next	Back		
	Date:	4/6/2018	
Service	Name:	L 🕹	
		Case Management One	

- 6. Click the drop down arrow for *Contract*, if applicable.
- 7. Select a *Contract*.
- 8. Enter the number of *Units*.
- 9. Enter the *Price*.
- 10. Click Save.

Services > Add S	Service > Add Service	
Save Back		
Date:	4/9/2018	
Service Name:	Case Management One	
Contract:	Case Management	The client is not eligibile to receive Ryan White services as of : 4/9/2018
Units:	1	
Price:	0.00 \$	
Total:	0.00 \$	

Date - The service date must be on or after the enrollment date.

Contract - Contracts listed are active as of the date selected and have the selected subservice available in a contract item. If the service is only funded for one contract that contract will auto-fill under the Contract field.

Units – Number of units of service. Units are used to calculate the Total.

Price – The cost of the service. Price is used to calculate the total. This may be a default value set in the contract.

Total – The total value for units times the price.

Note – The quality check message regarding eligibility is informing the user that as of the date of this service, that client is not eligible for the Ryan White funding source that service is funded for. The client's eligibility is updated in Eligibility History under Personal.

Receipts

- 1. Click the service record to highlight it.
- 2. Click *Receipts*.

Services					
View /	Add Delete <mark>Red</mark>	ceipts Print or Exp	ort		
Search					
Date	Subservice	Contract	Units	Price	Total
3/22/2018	Case Managemen	t Case Managermen	t 1	\$0.00	\$0.00

3. Click Add.

Services > Receipts					
View Add E	dit Delete Back	Print or Export			
Service-A	Amount Re	eceived			
Search:					
Receipt Date	Amount	Source			
 Enter Da Enter Aa Enter Sa Click Sa 	nount. ource.				
Services > Receipts > Add					
Save Back					

Receipt Date:	4/6/2018	
Amount:	3.00	\$
Source:	Part B	

Services > Service-Amount Received					
View Add	Edit	Delete	Back	Print or Export	
Service-Amount Received					
Search:					
Search:					
Receipt Date	A	mount		Source	
		mount 3.00		Source Part B	

To print values in a window click *Print or Export* to get to the *Report Setup*.

Client Search > Report Setup	
Back	
Print or Export	
Print Current Page	Generate a report for the current page in a printable format
Print All Pages	Generate a report for the current list in a printable format
View Current Page as a PDF document	Generate a PDF document for the current page in a printable format
View All Pages as a PDF document	Generate a PDF document for the current list in a printable format
Printable List Format Options	Customize the report format
CSV Export (All Pages)	Download the list as a CSV File

Click *Printable List Format Options* to edit the format of printed pages.

Client Search > Report Setup > Report Format		
Edit Back		
Title Font:	Georgia	
Title Font Size:	12	
Bold Title:	✓	
Italicize Title:		
Underline Title:	V	
Report Header Font:	Times New Roman	
Report Header Font Size:	12	
Bold Report Header:		
Italicize Report Header:		
Column Header Font:	Times New Roman	
Column Header Font Size:	10	
Bold Column Headers:	✓	
Italicize Column Headers:		
Underline Column Headers:	A	
Data Row Font:	Times New Roman	
Data Row Font Size:	10	
Bold Data Rows:		
Italicize Data Rows:		