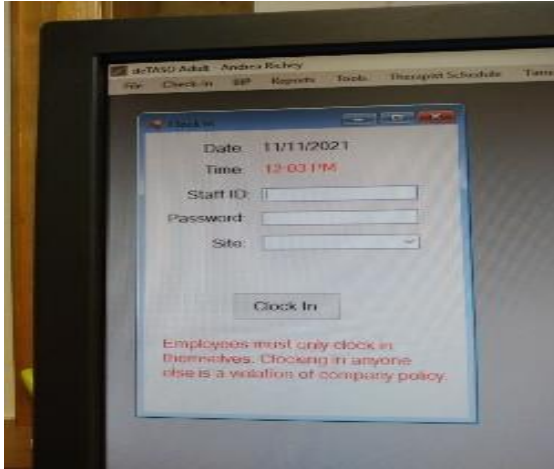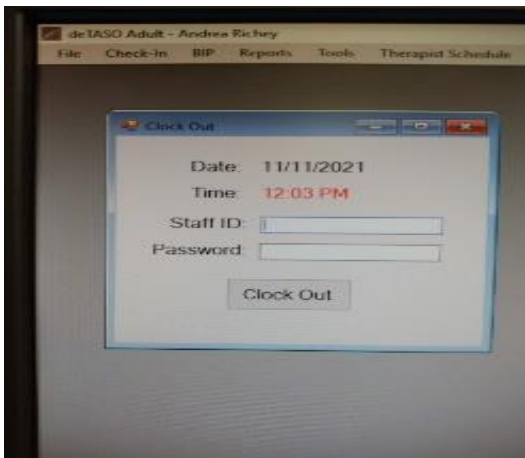# Steps for Detaso

Click on time Clock and click clock in, it should look like this.

 type in your staff id and password, go to the drop-down box and click on what you are clocking in for (ADDT, Transportation, ETC.).
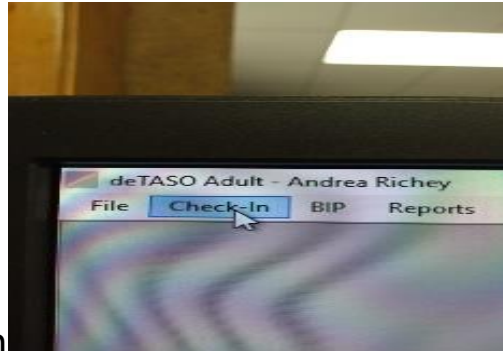
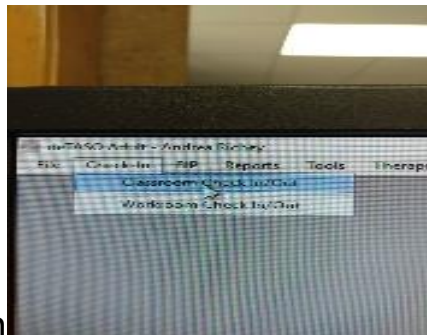Click on the time clock and click clock out, it should look like this,

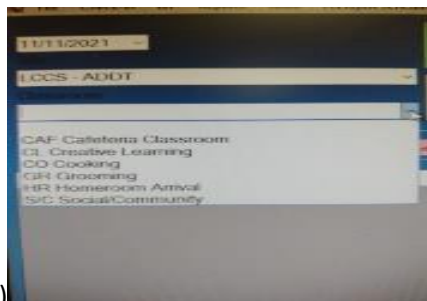 type in your staff id and password.

Checking into a classroom

Once you enter a classroom you must check-in.
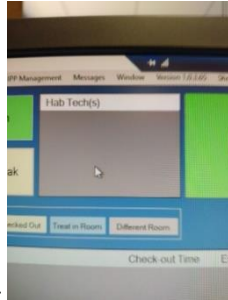

Go to the tab called check in
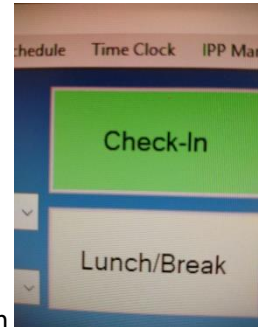

Click classroom check in

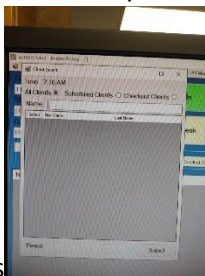Click classroom (drop box) than click what room you are in.

1- Right click on hab tech gray area- click add hab tech put in your staff id and password.

2- After you have added your name to the hab-tech, you then click check in , g
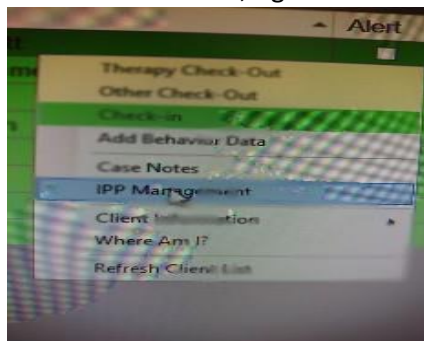
to all clients all the clients that are present for the day should show up here, select the ones that are in the room that you are in than click select.

3- When you click on a name to select it, right click in that name and a box should come up, click
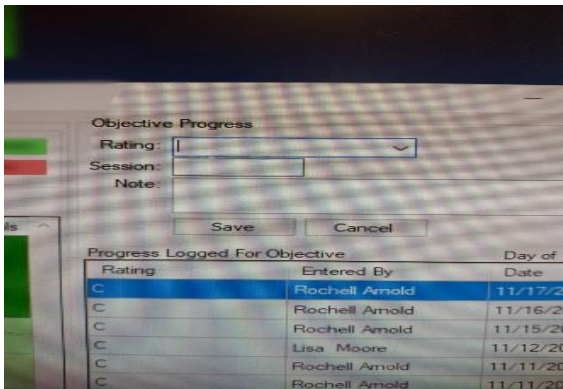
IPP Management put in your staff id and password.

Click on a goal, than over in the upper right-hand corner is the objective progress
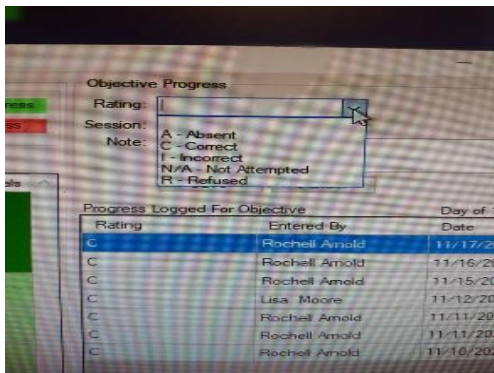
 use the drop-down box and click weather the client
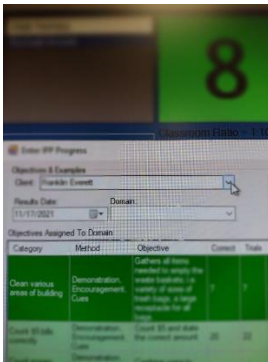
c-correct

I-incorrect

N\A- not attempted
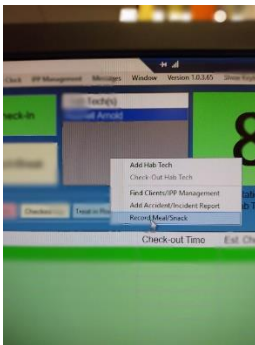
R-refused

Then click save.

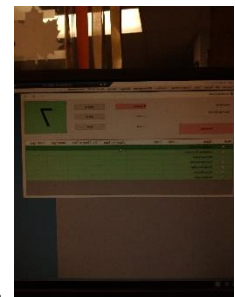After you do those goals, go over to where it says clients name,

 this is a drop-down box click the next name, continue.

Documenting breakfast and lunch counts.

Go right click in the gray hab-tech area, click record meal /snack

  login with your staff id and password. 8 am is when you would log breakfast, if everyone ate then click select all then record data. Make sure breakfast is marked. You will do the same for lunch and it should be done at 11am, and make sure lunch is marked.

At the end of the of the day (1:30) before you get on the bus you will need to Clock out of ADDT and clock into Transportation.