Procedure for recording data in the Time Tracking module:

1. From the dashboard, click the Individual tab and scroll down to the Time Tracking module within the Care section.
2. Click Record Data
3. Upon screen refresh, click the name of the individual for whom you will be recording data.
4. The screen will refresh and you will see a drop down box with different types of time tracking activities. Choose the appropriate one from the drop down and click the Data Entry button.
5. Upon screen refresh, you will see the data collection form for the type of tracking activity you will be doing.
6. There is a color coded key at the top of the form showing activity categories which will be used to identify what was observed during a particular timeframe, e.g., “Sleeping” at 7 a.m., etc.
7. The drop down fields corresponding to the time intervals may be completed all at once, or during the timeframe next to the dropdown. Once you make a selection from the dropdown, and click the Save button, a timestamped entry will be placed to the right of the data field. NOTE: If you enter data that is not for the current day, use the blue link in the top left corner of the form that says “Enter Previous Day’s Data”.

Procedure for running a time tracking report:

1. From the dashboard, click the Individual tab and scroll down to the Time Tracking module within the Care section.
2. Click View
3. Upon screen refresh, click the name of the individual for whom you will be generating the report.
4. Select the time tracking activity on which you will run the report from the drop down. Select the dates you wish to include in the report. Click “Show Report”.
5. The screen will refresh to show the report for the time period selected.