# Entering Service Records Instructions in PS Special Programs

1. Click the "Calendar Icon" ⬛ , next to client's name under **"My Services".**

2. Select client, by highlighting their name on the left side of screen (If selecting multiple students hold Ctrl key to select/click multiple students).

3. Select a day on the calendar by right-clicking the specific date, then select **"Schedule Future Services"** (or **"Schedule Past Services"** for entering past services)
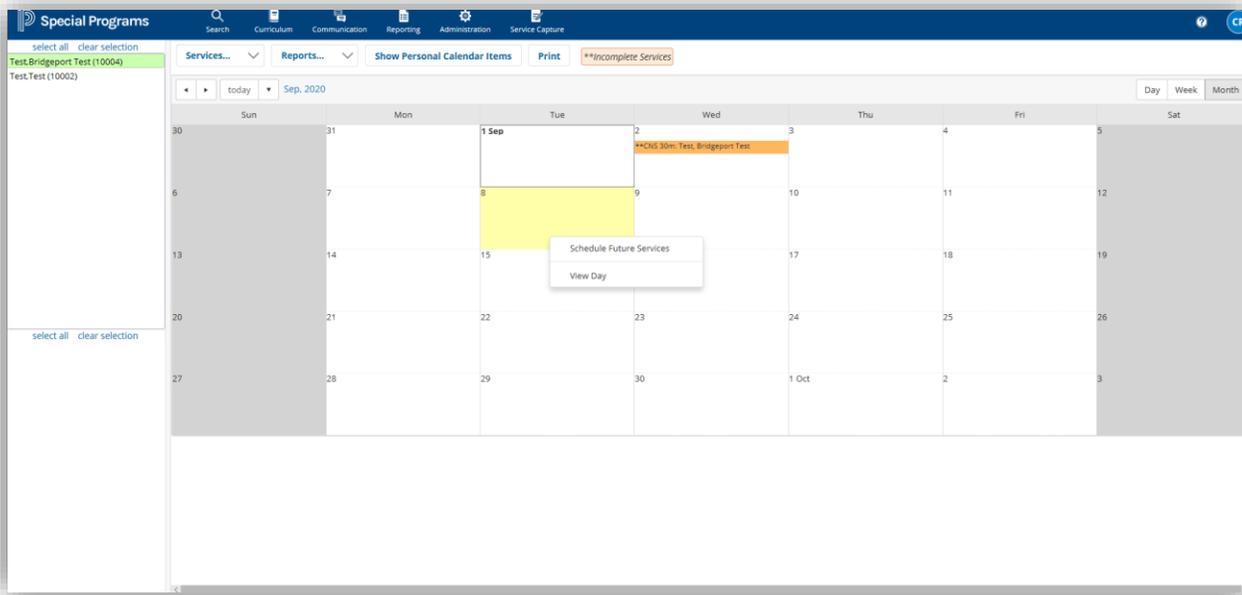
4. Complete the **Service Record** page by entering the date, time of appointment, type of Service, and Session Duration > click **"Save."** This data will populate as a future appointment in your Service Calendar
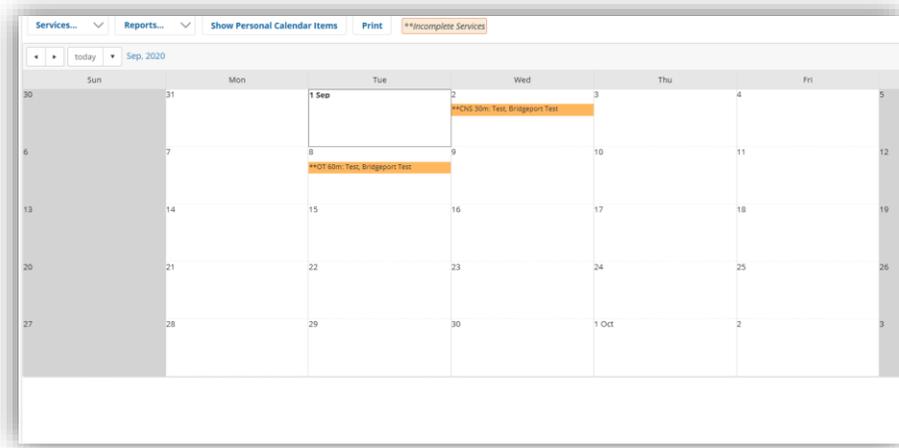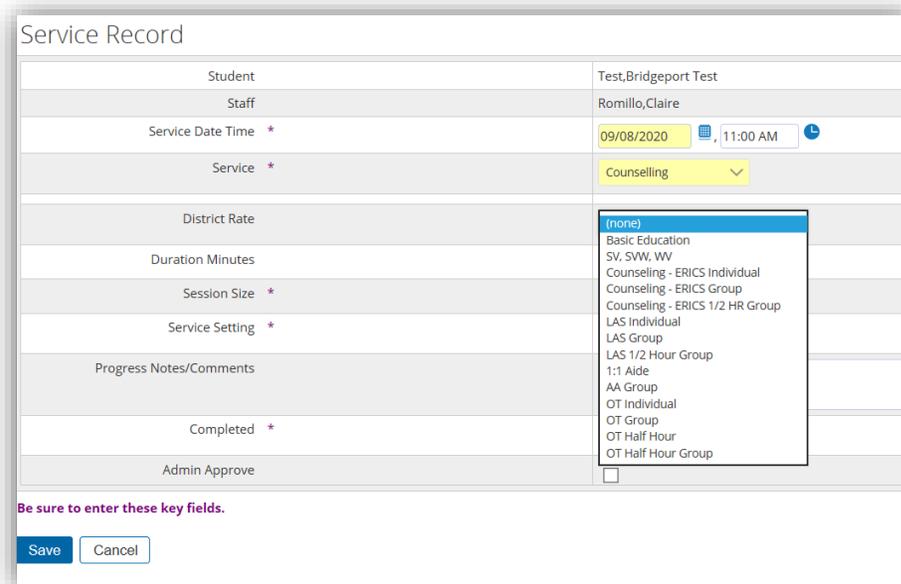
5. After the session is completed, click on the appointment listing in your Service Calendar

6. Click the **"Edit"** Button on the top left corner to open the **Service Record**:
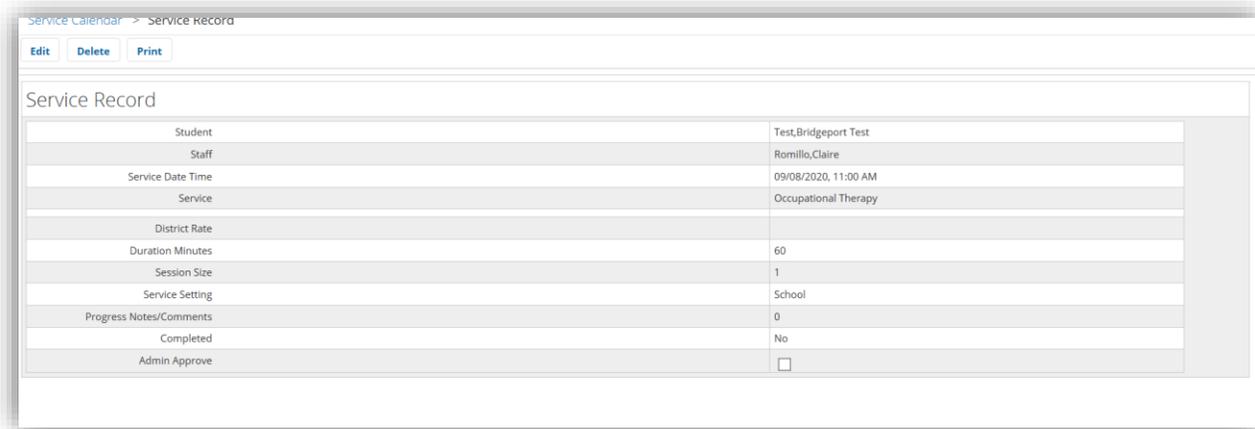
7. Complete the **Service Record**, by selecting the **"District Rate"** (District Rate should reflect the specific service provided), entering the **Progress Note**, and changing **"Completed"** to **Yes**, > Click **"Save"**

8. Your Supervisor will now be able to approve this Completed Service by checking "Admin Approve"
9. Your Service Record is now complete.