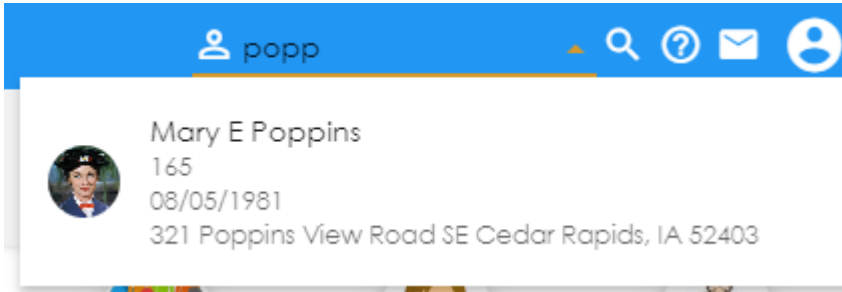
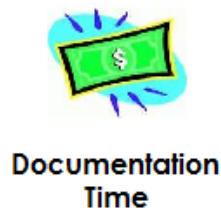


Documentation Time

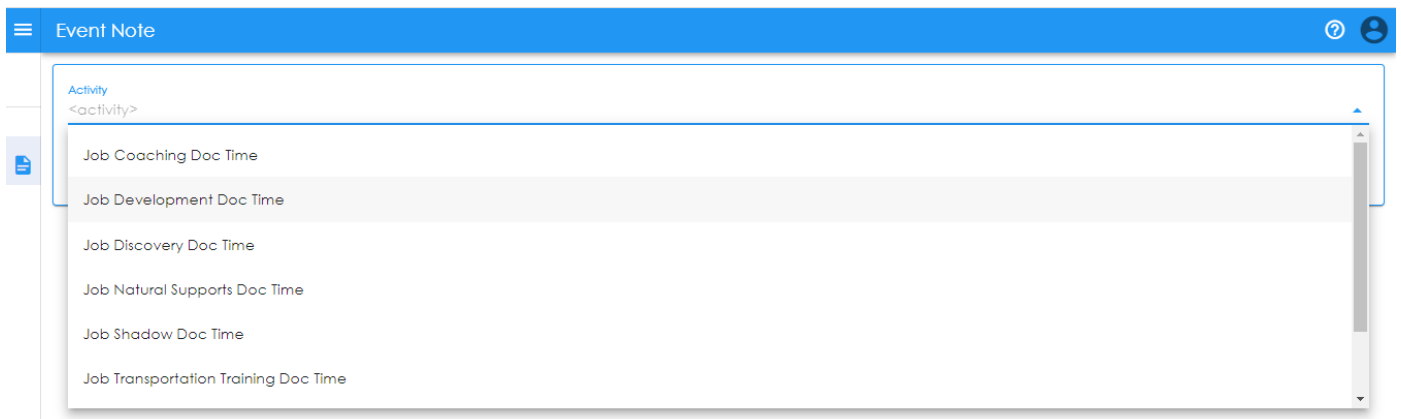
1. Select a **Name**.



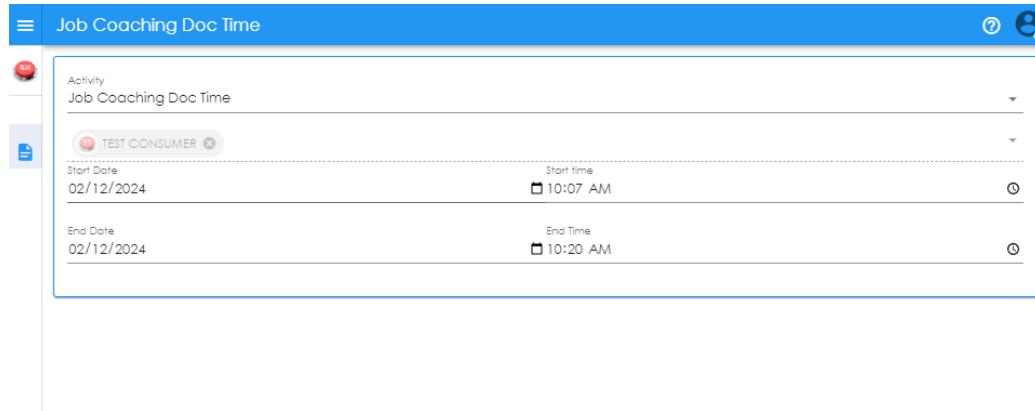
2. Click the **Documentation Time** image to submit the length of time it took to document the service provided.



3. **Activity** – Choose the service you are submitting documentation time for.



- Starting at the top left, Participant and Staff information will auto populate.



The screenshot shows a software interface for 'Job Coaching Doc Time'. The title bar is blue and contains a hamburger menu icon, the text 'Job Coaching Doc Time', a help icon, and a user profile icon. Below the title bar, there is a sidebar with a red notification icon and a blue document icon. The main content area is a white box with a blue border. It contains the following information:

Activity	
Job Coaching Doc Time	
TEST CONSUMER	
Start Date	Start time
02/12/2024	10:07 AM
End Date	End Time
02/12/2024	10:20 AM

- Event Date**-Select the **Start Date/End Date** you completed the documentation. It will default to today's date.
- Update the **Start Time/ End Time** for the documentation. Duration will auto populate in minutes. (It is expected that each service note will take approximately 5-10 minutes).
- Click **Finish**.