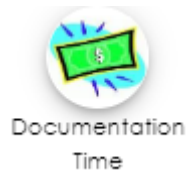


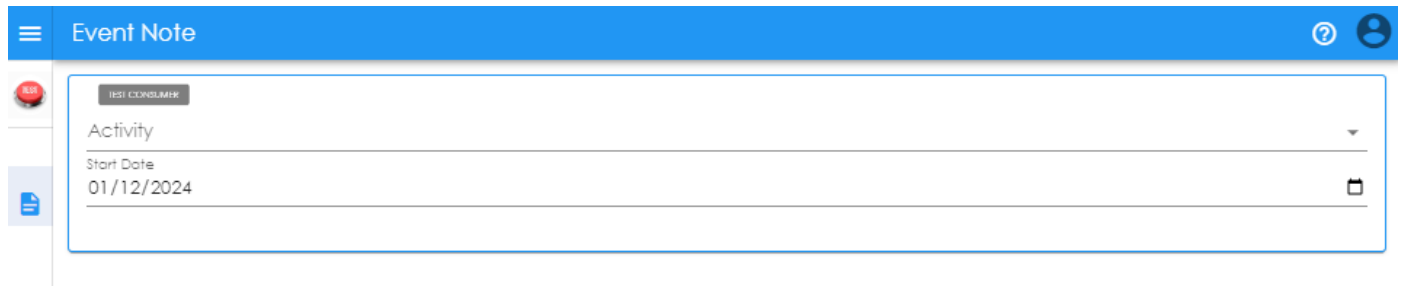
## Documentation Time

### Starting the note

1. Enter a participant name in the client selector on the dashboard. Click on the icon called 1:1 Service Documentation.
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.



The screenshot shows a software interface for creating an event note. At the top is a blue header bar with a hamburger menu icon on the left, the text "Event Note" in the center, and a help icon and a user profile icon on the right. Below the header is a form area with a light blue border. On the left side of the form is a vertical sidebar with a red profile icon at the top and a blue document icon below it. The main form area contains a dropdown menu labeled "Activity" with a downward arrow on the right. Below this is a "Start Date" field with the value "01/12/2024" and a calendar icon on the right. The rest of the form area is empty.

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

Respite Doc Time

Activity  
Respite Doc Time

TEST CONSUMER

Start Date	Start time
01/12/2024	01:55 PM
End Date	End Time
01/12/2024	--:-- --

23.12.13 W ©2024 quantum solutions

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