New AccelTrax Quick Guide



Select or search for consumer then click Next

Select	Consum	ers:		
My List	By Site	Search	Today Past Week	Current Selections (1)
Administration , Fun One - 398310				Re
Administration, Software and Services - 399631				Ri
Choices, Administration - 0000				Ru
Cummlags, Samuel - 6317604				Ri-

Choose Task and then Next

Back	
Select default informat	tion:
(You must select a task code continue)	before you may
Task;	
	39
St. Mile August Line	
1001 - OSOC - Staff Asleep	
1099 - Phone Call Service	
1500 - Respite 2000 - Community Services	
2001 - Community - Non Driv	191
2002 - FunOne	
France on the China of	

If the consumer requires EVV the start time is automatically captured.

When not required it is left blank. The red X means incomplete.



Staff can now conduct services because the needed data is captured. Anytime before leaving staff can update or add missing pieces of documentation

When all required elements are reported employee may select "Save Work"





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