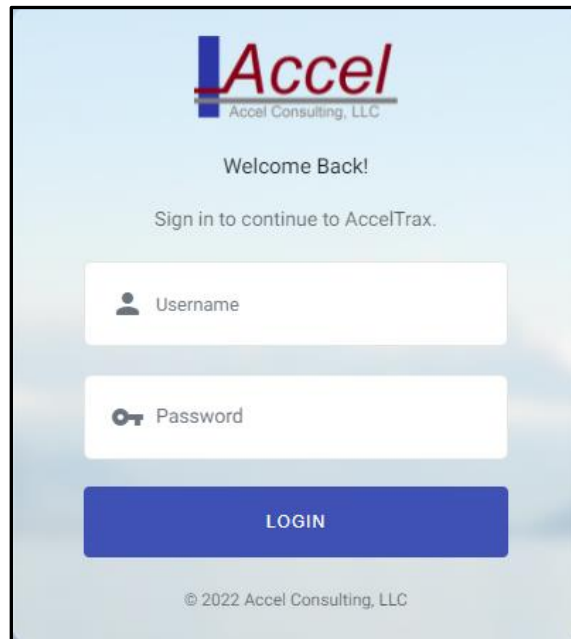


Reporting Work in AccelTrax V5

To log into AccelTrax, enter your Username (your employee number) and Password (the last four digits of your SSN.)



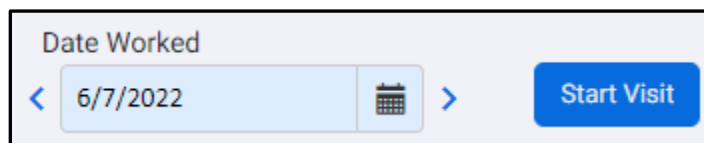
The login screen features the Accel Consulting, LLC logo at the top. Below the logo, it says "Welcome Back!" and "Sign in to continue to AccelTrax." There are two input fields: "Username" with a person icon and "Password" with a key icon. A blue "LOGIN" button is positioned below the password field. At the bottom, there is a copyright notice: "© 2022 Accel Consulting, LLC".

Upon logging into AccelTrax, you will be taken directly to the report work screen.



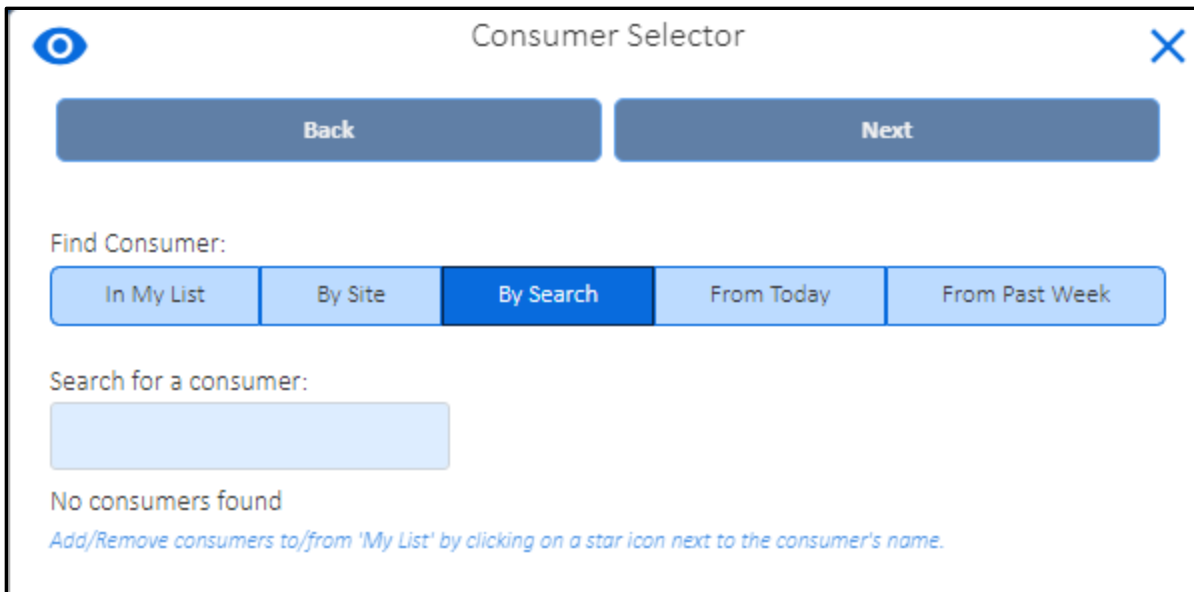
The report work screen has a header section with "Date Worked" and a date selector showing "6/7/2022" with a calendar icon and navigation arrows. To the right is a blue "Start Visit" button. Below this, it displays "Total Hours: 0.00" with an information icon. A table with columns "Actions", "Consumer", "Start", and "End" is shown, with the text "No records to display" below it.

1. Select the **Date Worked** at the top of the screen. This will default to the current date. You are able to change it by clicking on the calendar icon.



A close-up of the "Date Worked" selector, showing the date "6/7/2022" in a light blue box, a calendar icon, and navigation arrows. To the right is a blue "Start Visit" button.

2. Click the **Start Visit** button.



Consumer Selector

Back Next

Find Consumer:

In My List By Site **By Search** From Today From Past Week

Search for a consumer:

No consumers found




Add/Remove consumers to/from 'My List' by clicking on a star icon next to the consumer's name.


3. In the Consumer Selector, click on the name of the consumer(s) that you are working with by clicking on their name(s). You may select by your User List, By Site, by Search, by people that you have worked with Today, or people that you have worked with in the Past Week.
 - a. **In My List** is a list of consumers that you work with on a regular basis. To add consumers to My List, click on the **Search** option. Enter the first three letters of the consumer's last name, or the Consumer Number to populate the consumers who fit that criterion. Once you have found your client, click on their name and then, where they are listed at the bottom of the screen, click on the star to the right of their name. They will then appear under In My List. *Note: you are only able to add clients to My List from the Search tab.*
 - b. **By Site** – Use the drop-downs to select the Site Type and Site Name. This will populate a list of consumers within the chosen site.
 - c. **Search** – Enter the consumer's last name or Consumer Number, then click **Search**. The consumers that match your information will be listed below the Search box.
 - d. **Today** – This displays the consumers that you have worked with on the current date.
 - e. **Past Week** – This displays a list of the consumers that you have worked with in the past week.
4. The consumers that you have chosen will appear in the Already Selected list at the bottom of the window.
5. Once you have selected your consumer(s), click **Next** at the top of the window.

- Select the **Task**, or the service that you are providing. Click on the **h**, **mm**, and **AM** to select the Time Started.
- You may enter the Time Ended, if known.

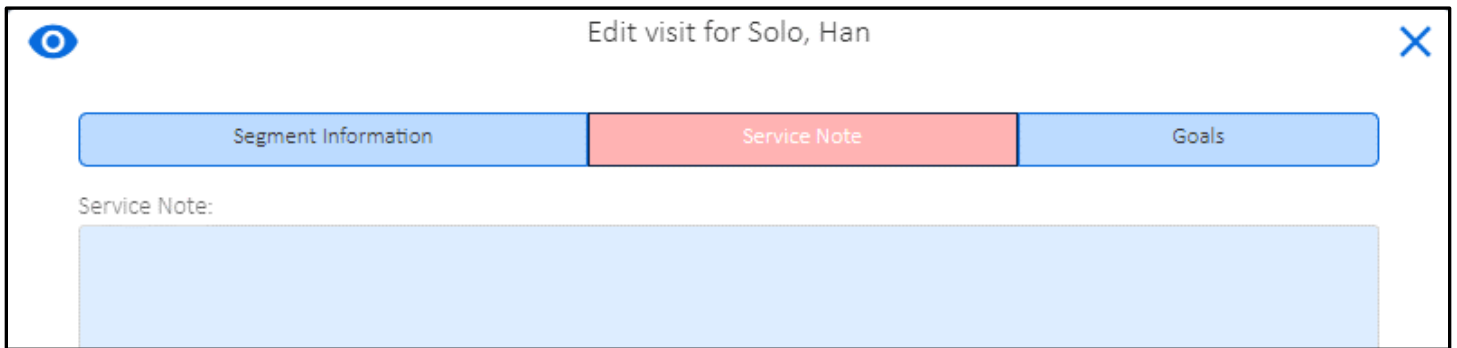
- Once you have your default information entered, click **Next** at the top of the window. This will take you back to the Report Work screen where you will see a work record for each of the consumers selected.

Total Hours: 2.25 (2 hours and 15.00 minutes)

Actions	Consumer	Start	End	Task Code	Goals	Note
 	Solo, Han	08:00 AM	10:15 AM	5002	1 Selected 	Add Note

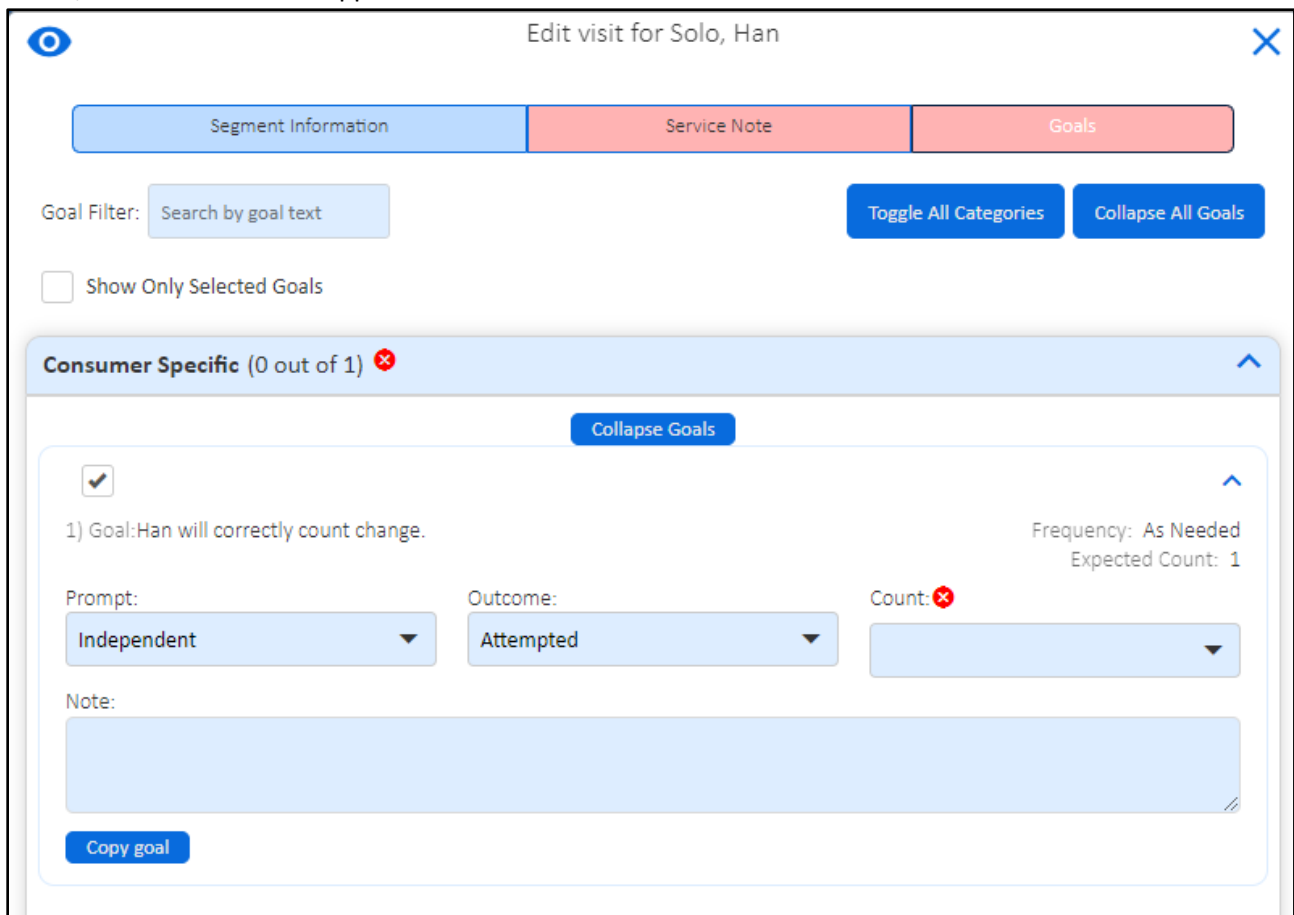
- Click on the pencil icon  to the left of the work segment, or double click on the record, to edit, add, or change information in the work record.
- If any red **X**'s or red boxes appear, this is required information that you must enter before submitting your work.

11. You may navigate through the work record from Segment Information to Service Note to Goal by clicking **Next** or **Back** at the bottom of the screen.
12. Enter the Service Note, or the detailed information on what happened during this time, by clicking on the **Service Note** tab at the top of the window.




The screenshot shows a window titled "Edit visit for Solo, Han" with a close button in the top right. At the top, there are three tabs: "Segment Information" (blue), "Service Note" (red), and "Goals" (blue). The "Service Note" tab is currently selected. Below the tabs, the text "Service Note:" is followed by a large, empty light blue text area for entering the service note.









13. To report Goals, click on the Goals header at the top of the window. If there are no Goals for this consumer and task, a Goals tab will not appear in the edit information screen.



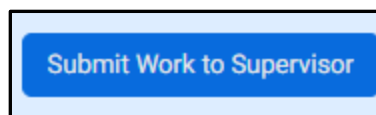
The screenshot shows the same "Edit visit for Solo, Han" window, but now the "Goals" tab is selected. The "Service Note" tab is now blue, and the "Goals" tab is red. Below the tabs, there is a "Goal Filter" section with a search box containing "Search by goal text", a "Toggle All Categories" button, and a "Collapse All Goals" button. There is also a checkbox labeled "Show Only Selected Goals" which is currently unchecked. Below this is a section titled "Consumer Specific (0 out of 1)" with a red "x" icon and an upward arrow. Inside this section, there is a "Collapse Goals" button. A goal is listed with a checked checkbox on the left. The goal text is "1) Goal:Han will correctly count change." and the frequency is "As Needed" with an "Expected Count: 1". Below the goal text are three dropdown menus: "Prompt:" with "Independent" selected, "Outcome:" with "Attempted" selected, and "Count:" with a red "x" icon. Below these dropdowns is a "Note:" field with a large empty text area and a "Copy goal" button at the bottom left.

14. Click on the check box to the left of the goal to indicate that this is something that you worked on during your shift. If you do not need to report goals leave the boxes unchecked.

15. Once you have created a work record, you are able to **Copy** it rather than going through the process of selecting a new consumer, task, etc. To do this, click on the paper icon  to the left of the work line in the Actions column. This will create a new work record with the same consumer and task. The ending time of the previous work record will be the start time of the new one.

Total Hours: 2.25 (2 hours and 15.00 minutes)						
Actions	Consumer	Start	End	Task Code	Goals	Note
  	Solo, Han	08:00 AM	10:15 AM	5002	1 Selected 	test note
  	Solo, Han	10:15 AM		5002	0 Selected 	Add Note

16. Once you have all of your work records for the day entered, click Submit Work to Supervisor in the bottom left corner of the screen.



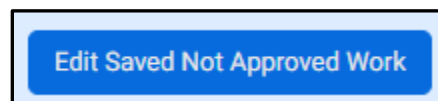
You will be directed to the Mileage screen.

Add Reimbursable Miles						
Consumer Shares	Start	End	Odometer Start	Odometer End	Staff Miles	Comment
Solo, Han	08:00 AM	10:15 AM	0	0	0	


17. If you have any mileage to report, enter the **Odometer Start** and **Odometer End**. The number of miles will calculate automatically.
18. Once you have entered your mileage, or if you have no mileage to report, click on the **Continue Submit Work to Supervisor** button at the bottom left of the screen.
19. You will get a notification that your work has been submitted successfully and the work record will be blue.

Editing Unapproved Saved Time

If you need to edit work once it has been saved and before it has been approved, click on **Edit Saved Not Approved Work** in the bottom left of the screen.



Make sure to Submit your work again so that your supervisor has access to it for approval.

You can tell if a work record has been approved by hovering over the  icon to the left of the line or if the line is green.