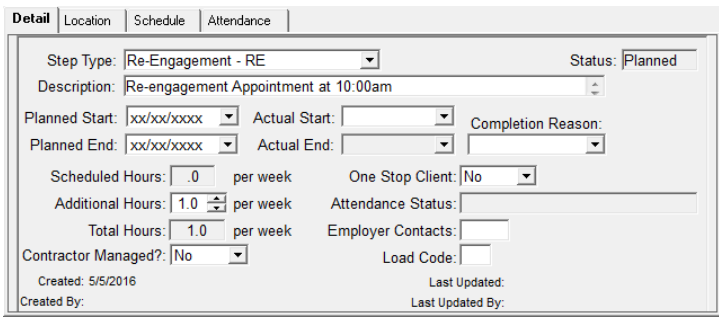
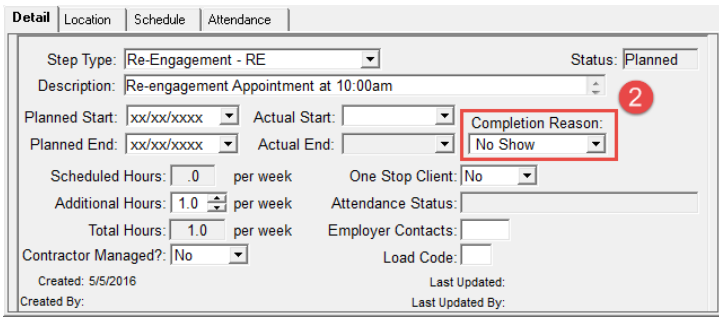


SSP Re-engagement Quick Reference Guide

Updating TRACS Re-engagement (RE) step with no attendance

Known Customer	Image
<p>1. Select current RE step</p>	
<p>2. In Completion Reason field; select "No Show"</p> <p>3. Right click and Save</p> <p>**An actual start or end date is not required if the participant does not attend their re-engagement appointment.</p>	
<p>4. The step history will now show "NS Re-engagement"</p>	