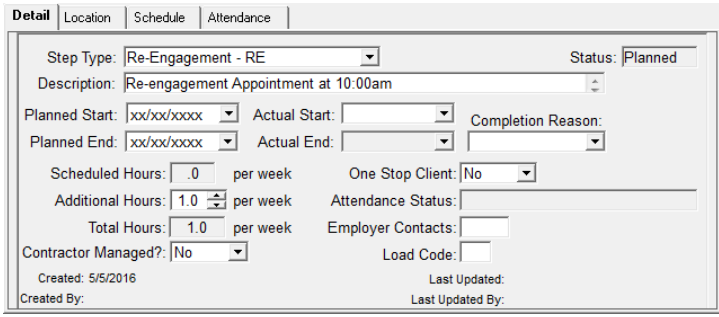
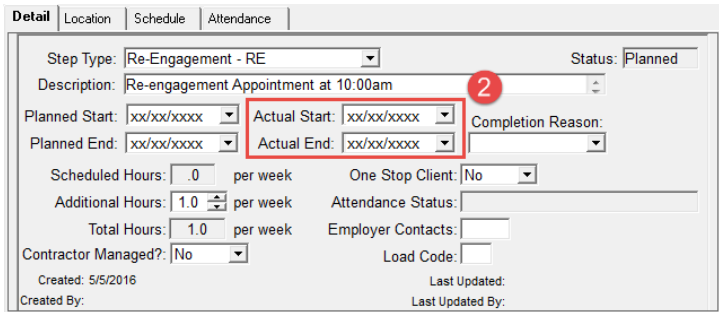
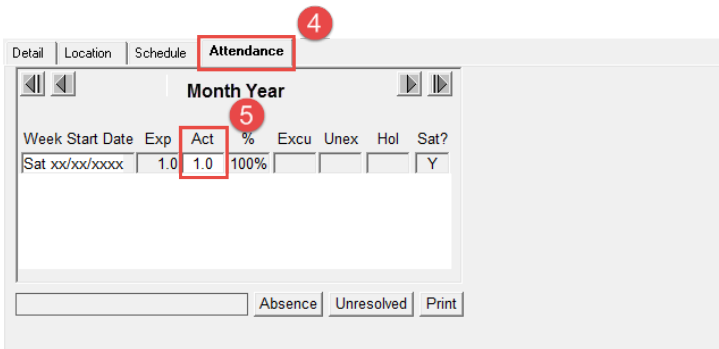


SSP Re-engagement Quick Reference Guide

Updating TRACS Re-engagement (RE) step with attendance

Known Customer	Image
<ol style="list-style-type: none"> 1. Select current RE step 	
<ol style="list-style-type: none"> 2. Using dropdown arrows; select Actual Start and Actual End equal to the date of the re-engagement appointment 3. Right click and Save 	
<ol style="list-style-type: none"> 4. Click Attendance tab 5. Enter "1" in Act Attendance field 6. Right click and Save 	
<ol style="list-style-type: none"> 7. In Completion Reason field select "Activity Comp" 8. Right Click and Save 	