SSP Re-engagement Quick Reference Guide Updating TRACS Re-engagement (RE) step with attendance

Known Customer	Image
1. Select current RE step	Detail Location Schedule Attendance Step Type: Re-Engagement - RE Status: Planned Description: Re-engagement Appointment at 10:00am \$ Planned Start: Image: Completion Reason: Completion Reason: Planned End: xx/xx/xxxx Actual Start: Image: Completion Reason: Planned End: xx/xx/xxxx Actual End: Image: Completion Reason: Scheduled Hours: .0 per week One Stop Client: No Additional Hours: 1.0 per week Attendance Status: Image: Contractor Managed?: Image: Contractor Managed?: Load Code: Image: Created By: Last Updated: Image: Created By: Last Updated By: Image: Created By: Image: Cr
 Using dropdown arrows; select Actual Start and Actual End equal to the date of the re-engagement appointment Right click and Save 	Detail Location Schedule Attendance Step Type: Re-Engagement - RE Status: Planned Description: Re-engagement Appointment at 10:00am 2 2 Planned Status: Value Actual Statt: xx/xx/xxxxx Completion Reason: Planned End: xx/xx/xxxxx Actual End: xx/xx/xxxx V Schedule Hours: .0 per week One Stop Client: No V Additional Hours: 1.0 per week Attendance Status:
 Click Attendance tab Enter "1" in Act Attendance field Right click and Save 	Month Year Week Start Date Exp Sat xx/xx/xxxxx 1.0 Absence Unresolved
 In Completion Reason field select "Activity Comp" Right Click and Save 	Detail Location Schedule Attendance Step Type: Re-Engagement - RE Status: Planned Description: Re-engagement Appointment at 10:00am 5 Planned Start: xx/xx/xxxxx Completion Reason: Planned End: xx/xx/xxxxx Activity Comp Scheduled Hours: .0 per week Additional Hours: 1.0 per week Additional Hours: 1.0 per week Contractor Managed?: No Load Code: Created By: Last Updated: