

# eCST – Mass Service Tracking

## Roster Based Programs



### Entering Notes/Comments Instructions:

- Click RBP
- Click School (select school)
- Program: (type) Twilight
- Click Search
- Scroll down
- Click Services
- Go to Role: Credit Recovery Staff
- Uncheck Save

A screenshot of a software interface showing a dropdown menu for 'Role' set to 'Credit Recovery Staff'. Below it is a section titled 'Global Options Toggles' with two bullet points: 'Selecting values in this section will apply that particular field's value to each new Service Tracking record in the section below.' and 'Individual svcTrk records can be further customized if necessary.' At the bottom is a 'Save' checkbox which is currently unchecked.

- Check Save next to the students' name
- Click the drop-down box under Service and check the correct student label: Twilight
- Add Date
- Add service tracking in the box labeled Note (use stems provided)
- Check Save at the bottom of the page

Save	Permnum	Last Name	First Name	Service	Date	Sensitivity	Note
<input checked="" type="checkbox"/>	2072812	Acosta	Javier	CRS Twilight	09/11/2017	<input type="checkbox"/> Confidential	
<input type="checkbox"/>	2061228	Beaty	Brendan			<input type="checkbox"/> Confidential	
<input checked="" type="checkbox"/>	2058822	Castilleja	Ellanna		09/11/2017	<input type="checkbox"/> Confidential	Tutoring
<input checked="" type="checkbox"/>	2064166	Esquivel	Yarisel	CRS DELTA	09/12/2017	<input type="checkbox"/> Confidential	