

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 web form section titled "Global Options Toggles". At the top, there is a dropdown menu labeled "Role" with "Credit Recovery Staff" selected. Below the title, there are 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 of the section, there is a "Save" label followed by an unchecked checkbox.

- 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"/>				CRS Twilight	09/11/2017	Confidential	
<input type="checkbox"/>						Confidential	
<input checked="" type="checkbox"/>					09/11/2017	Confidential	Tutoring
<input checked="" type="checkbox"/>				CRS DELTA	09/11/2017	Confidential	