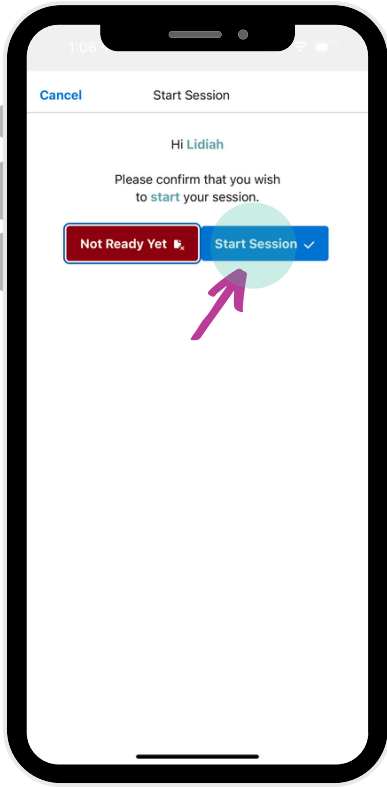
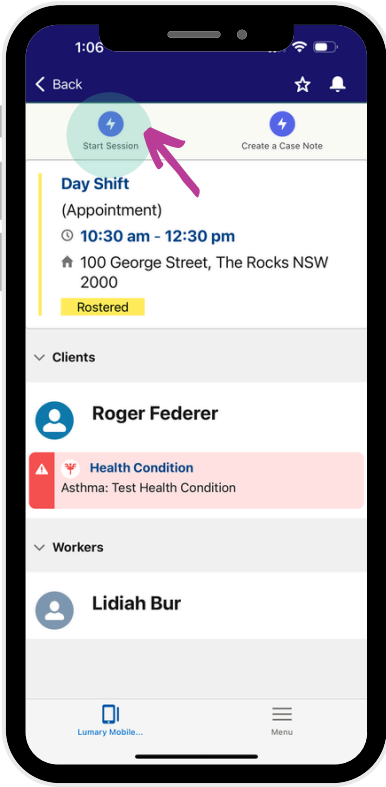
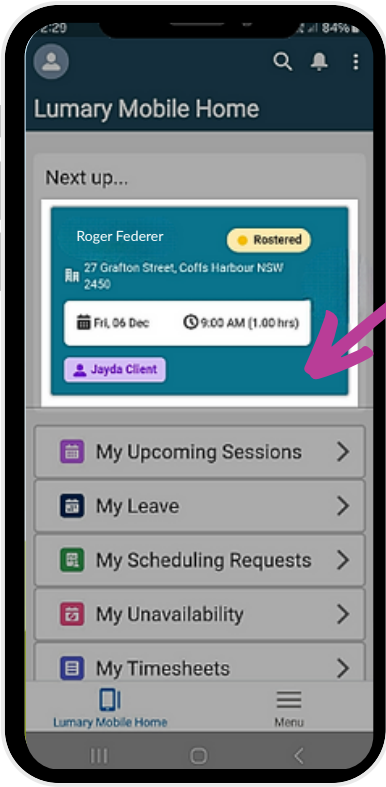


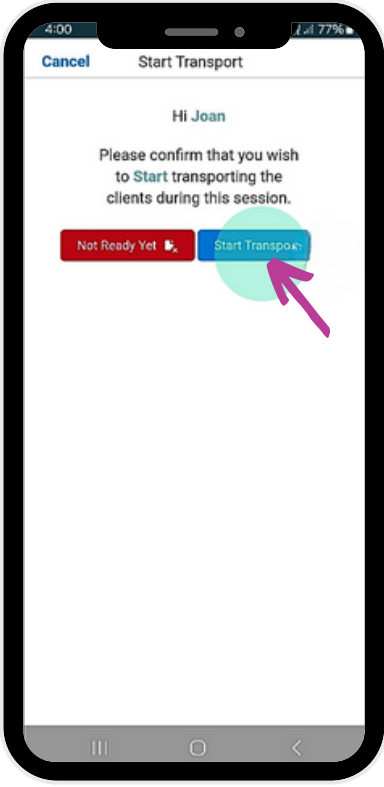
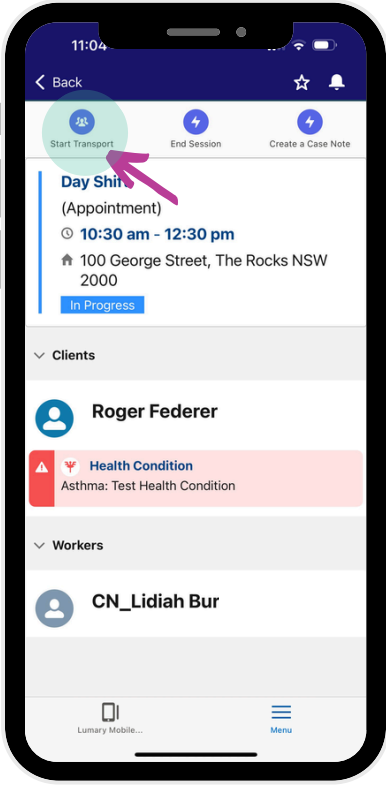
Complete a Session with Transport

Follow these steps when you need to transport the Participant

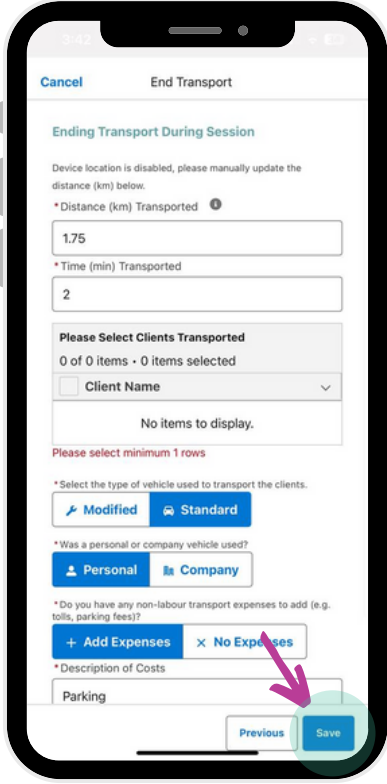
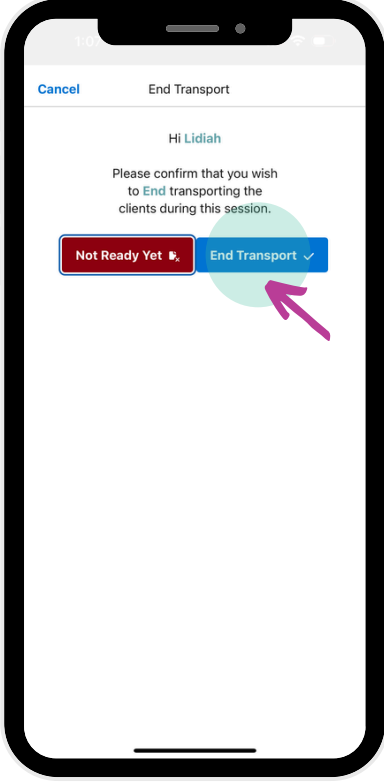
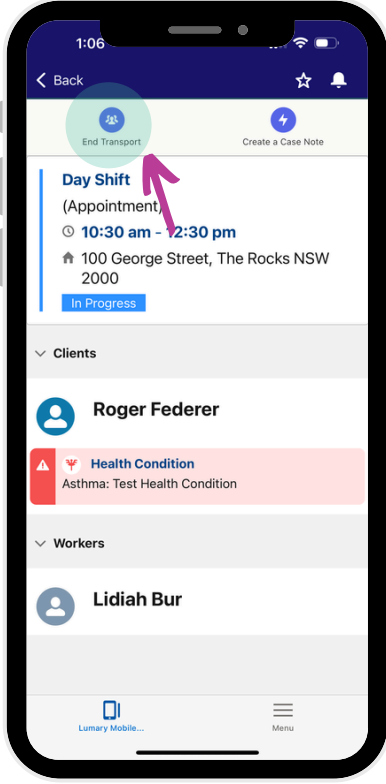
1. From the home screen, click on the session tile to view the details of that shift to start the shift.
2. Click **Start Session** when you're ready to start the session with the Participant.
3. Click **Start Session**



4. Click **Start Transport** when you're ready to transport the Participant to their destination (e.g. supermarket).
5. Click **Start Transport**



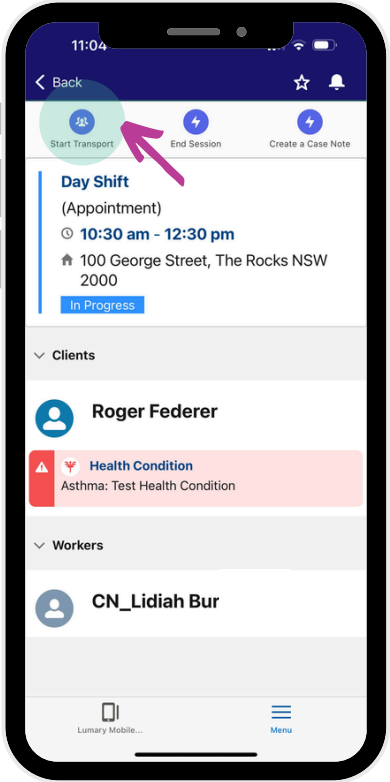
6. Click **End Transport** when you've arrived at the destination.
7. Click **End Transport**
8. Check/enter your distance travelled, time travelled, vehicle type and expenses e.g. Tolls. Press Save.



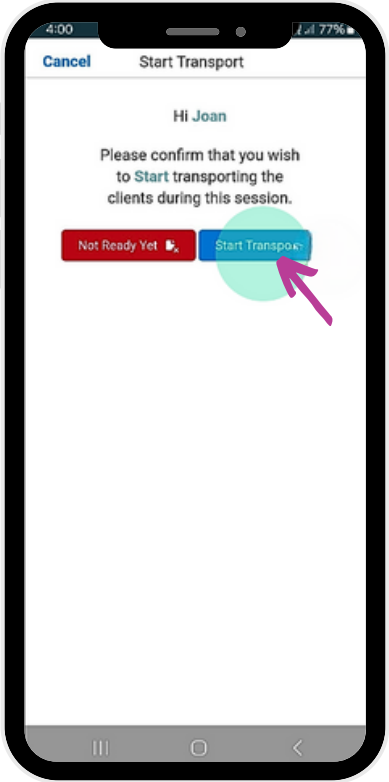
Complete a Session with Transport

Follow these steps when you need to transport the Participant

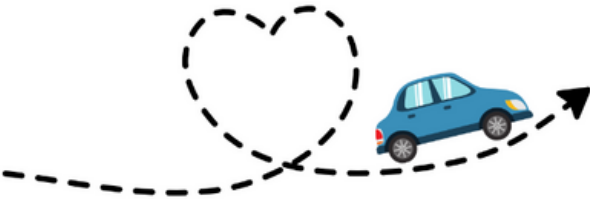
9. Click **Start Transport** when you're ready to transport the participant back home.



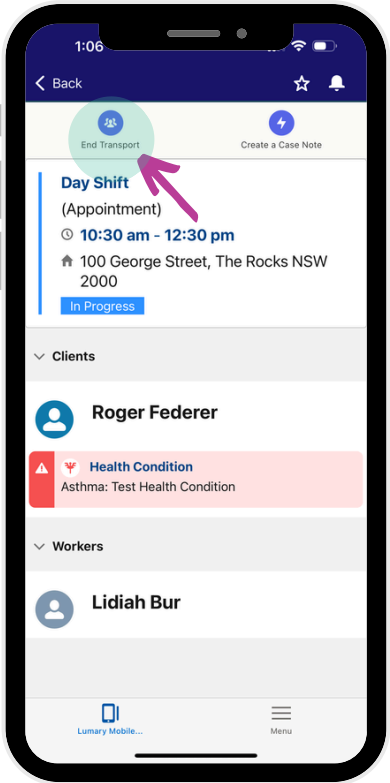
10. Click **Start Transport**.



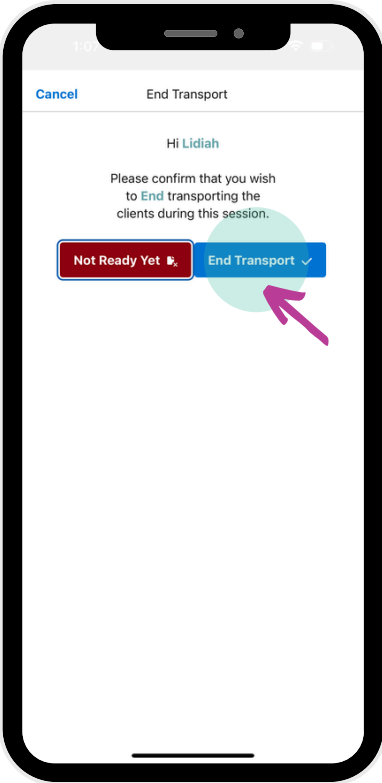
Transport Participant
back home



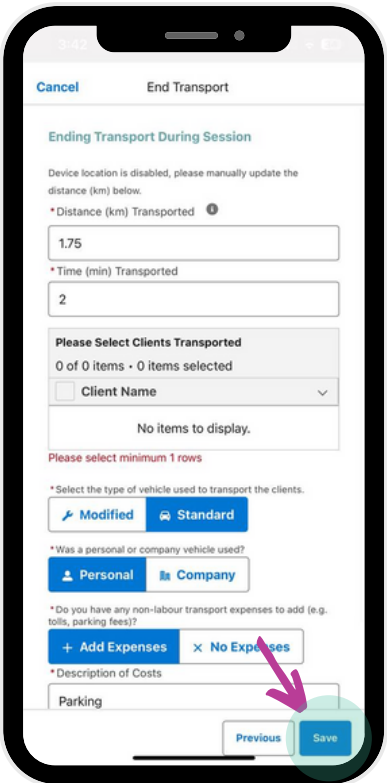
11. Click **End Transport** when you have arrived back to their home.



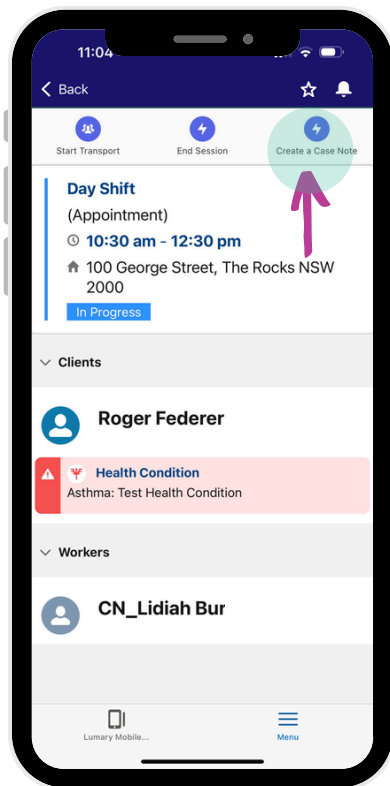
12. Click **End Transport**



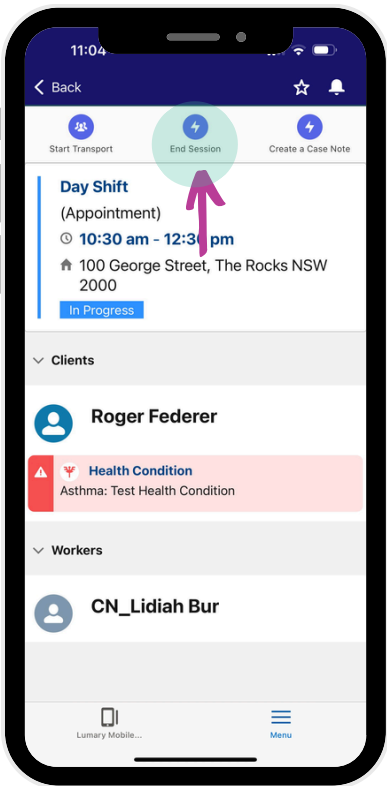
13. Check/enter your distance travelled, time travelled, vehicle type and expenses e.g. Tolls. Press Save.



14. Click on **Create a Case Note** to add case notes to the session



15. Once Case Notes are complete, click **End Session** when the session has finished.

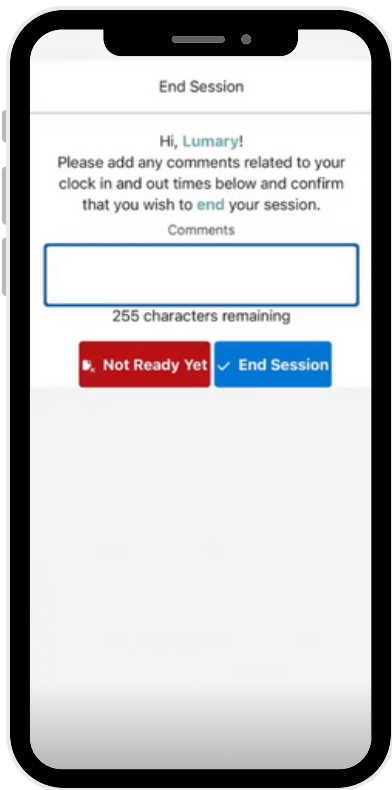


IMPORTANT
There is a separate Guide on how to create Case Notes

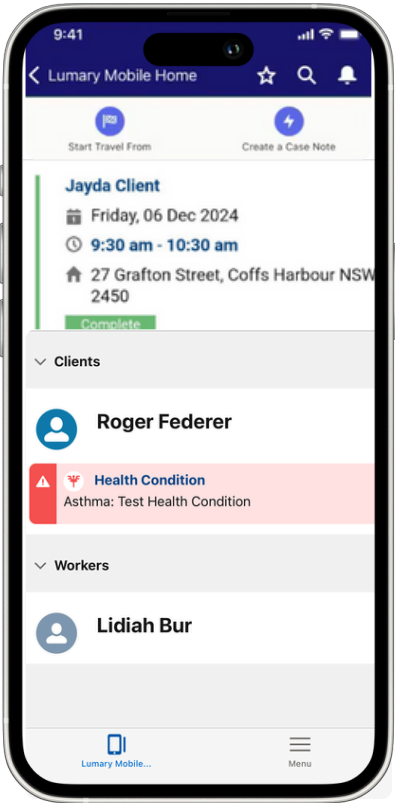
Complete a Session **with** Transport

Follow these steps when you need to transport the Participant

16. Add in any relevant comments and click **End Session** when your shift has finished.



17. Congrats! You've completed a shift. You'll see the status change to green and it will say **complete**.



TIP

- If you forget to enter your Case Note during your shift, complete the following:
- > From your Home Page, select **My Upcoming Sessions**.
 - > From the dropdown box under **Completed**, find the relevant shift.
 - > Press **Create a Case Note** and follow the prompts.