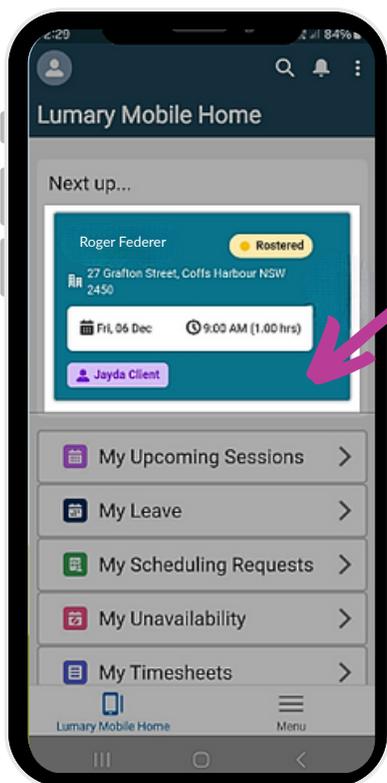


# Complete a Session with Transport

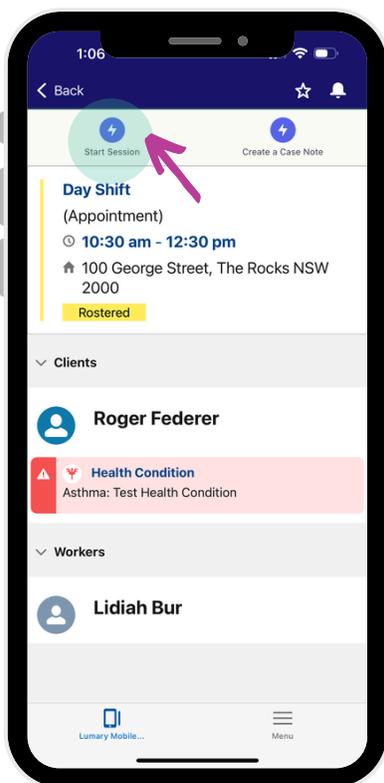
Follow these steps when you need to transport the Participant

*Please note: You will only be able to access the Start Session button 2 hours before your shift begins.*

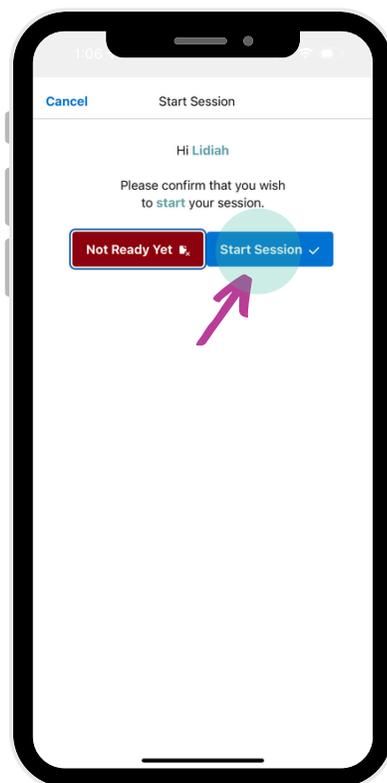
1. From the home screen, click on the **session tile** to view the details of that shift to start the shift.



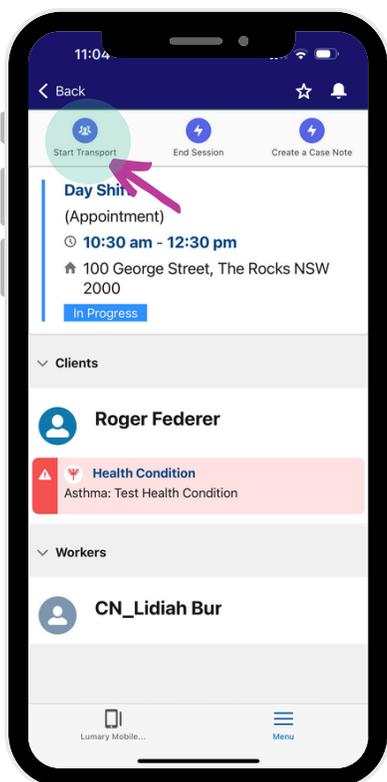
2. Click **Start Session** when you're ready to start the session with the Participant.



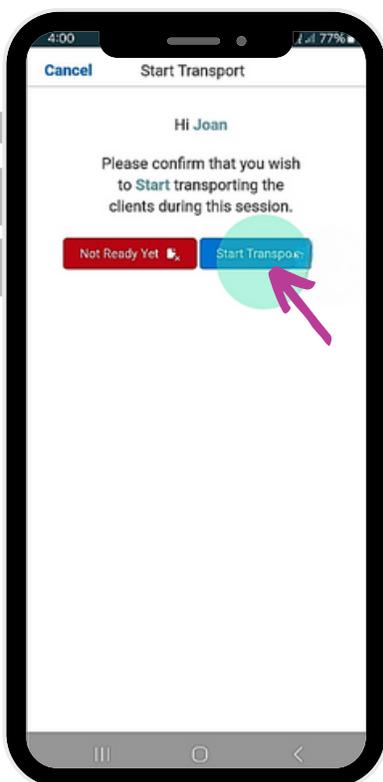
3. Click **Start Session**



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



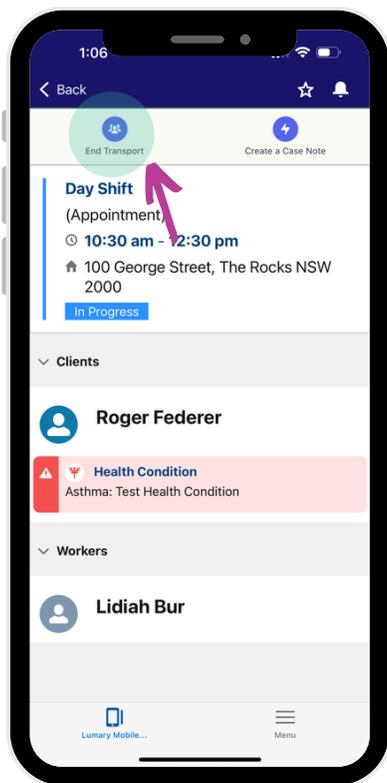
5. Click **Start Transport**



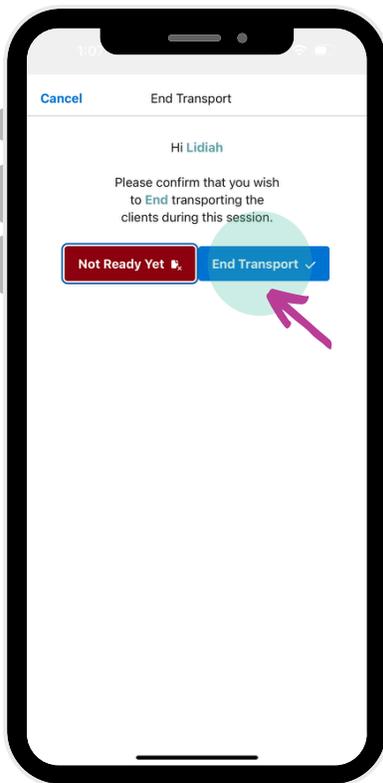
Transport Participant to destination



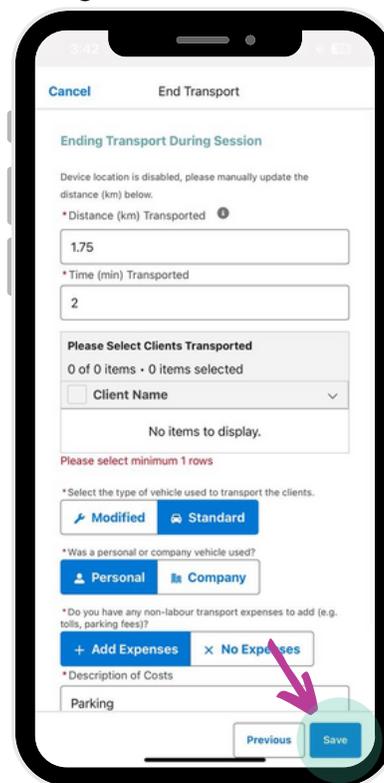
6. Click **End Transport** when you've arrived at the destination.



7. Click **End Transport**



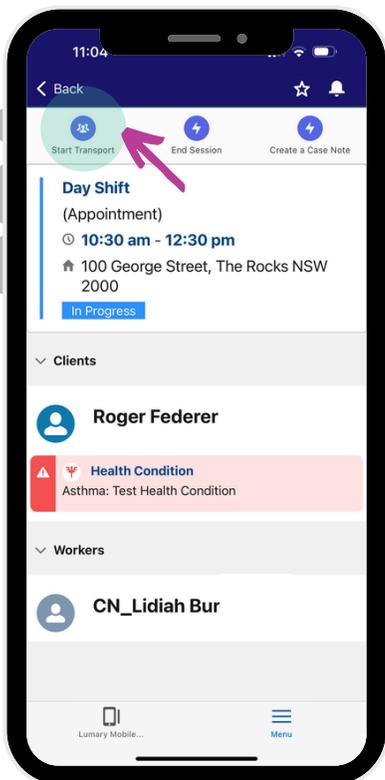
8. Check/enter your distance travelled, time travelled, vehicle type and expenses e.g. Tolls. Press Save.



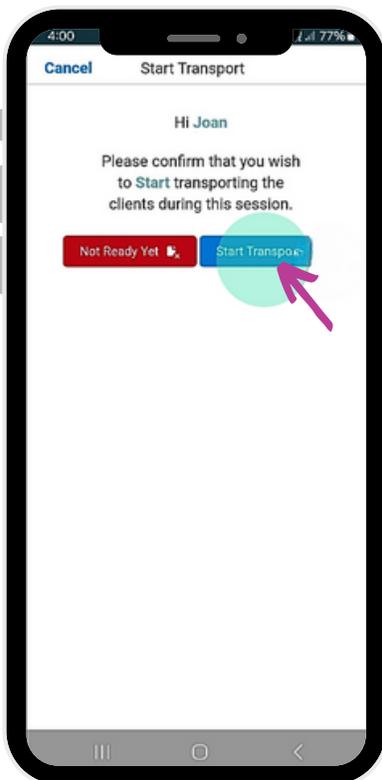
# Complete a Session with Transport

Follow these steps when you need to transport the Participant

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



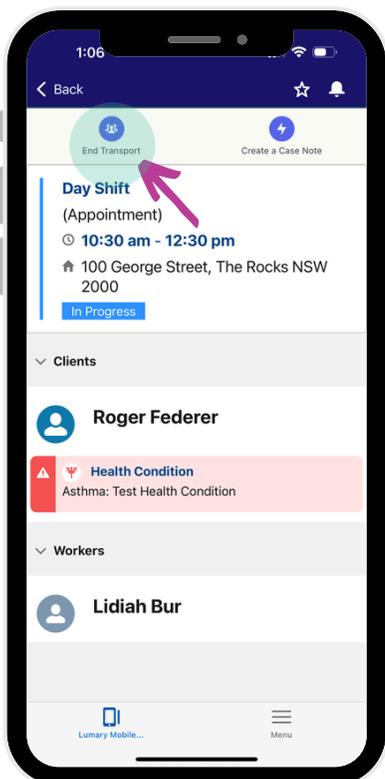
10. Click **Start Transport**.



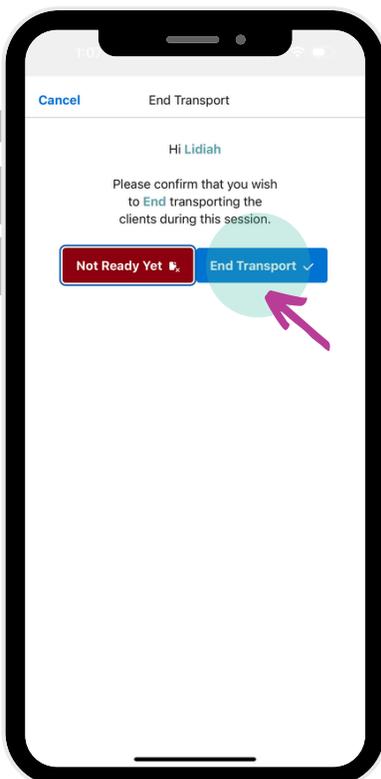
Transport Participant  
back home



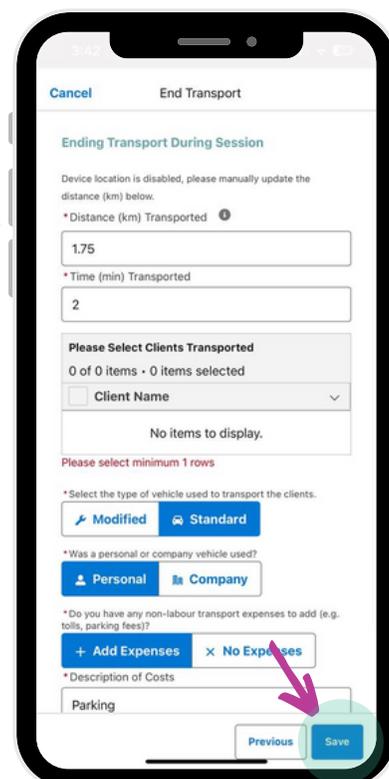
11. Click **End Transport** when you have arrived back to their home.



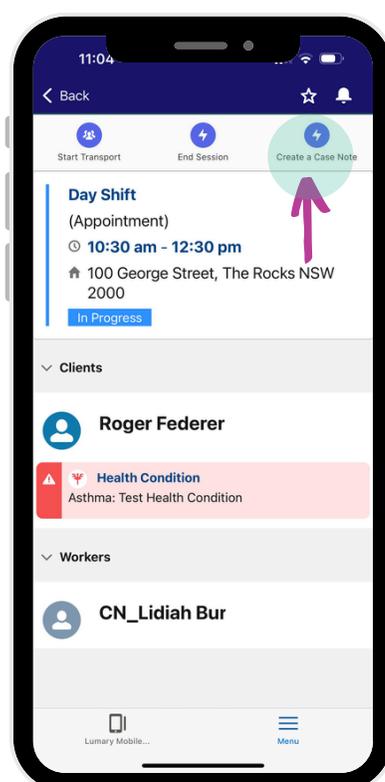
12. Click **End Transport**



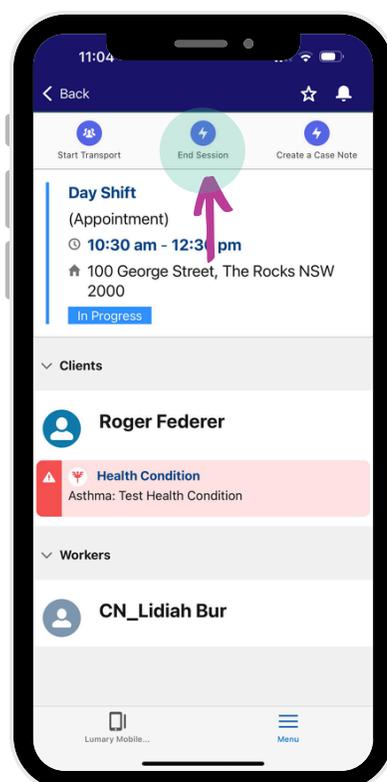
13. Check/enter your distance travelled, time travelled, vehicle type and expenses e.g. Tolls. Press Save.



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.

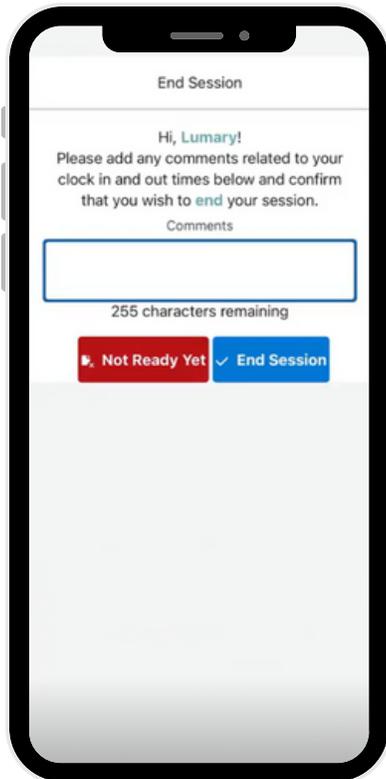


**IMPORTANT**  
There is a separate Guide on how to create Case Notes

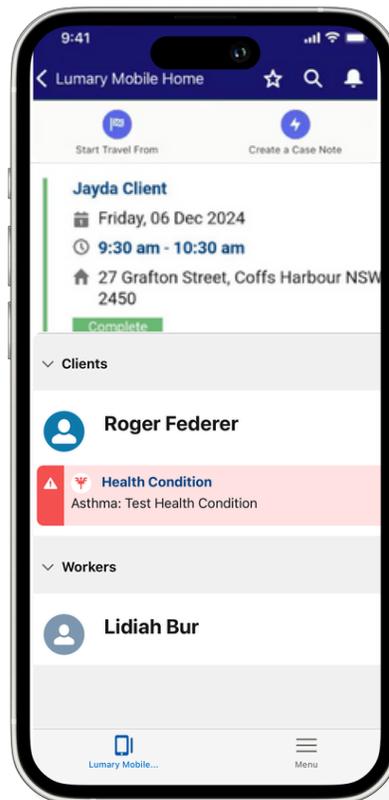
## Complete a Session **with Transport**

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.