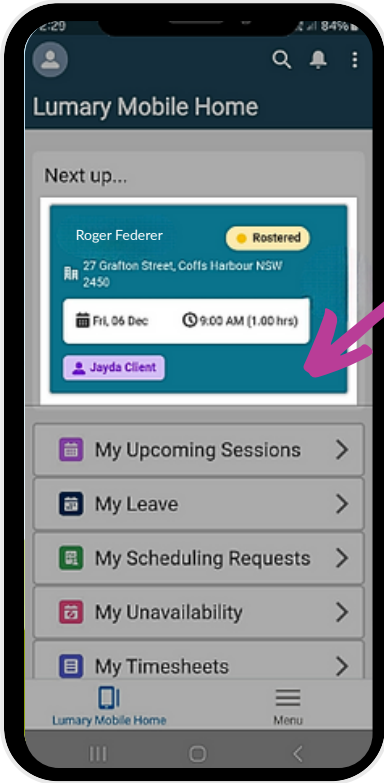


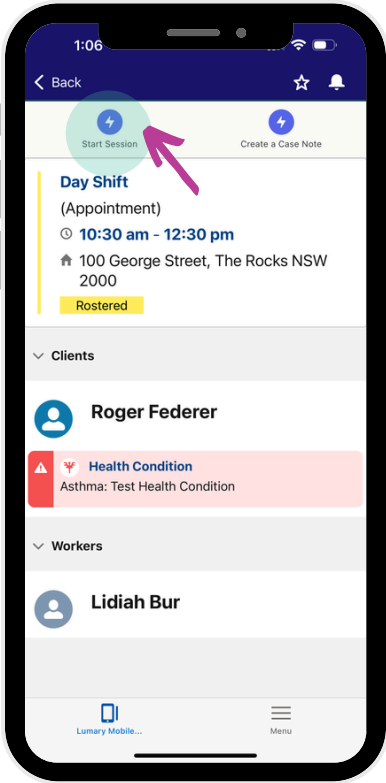
Complete a Session **without** Transport

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

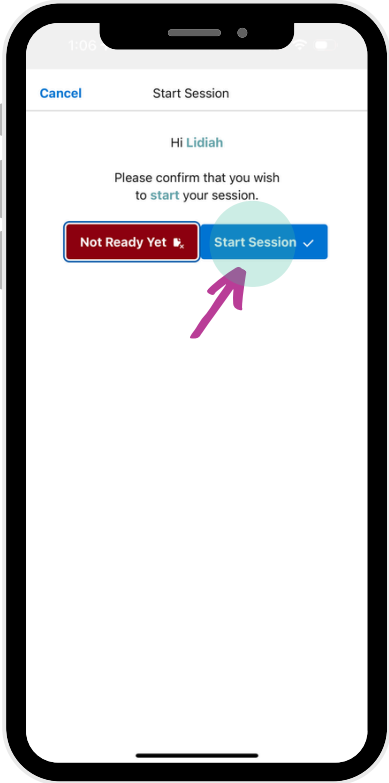
1. From the home screen, click on the **session tile** to view the details of that shift to start the shift.



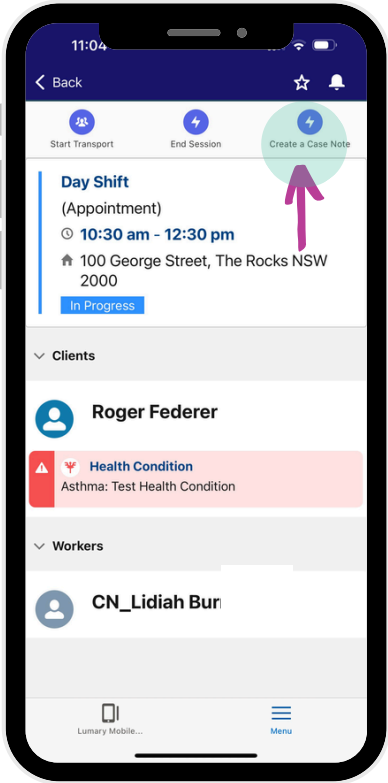
2. Click **Start Session** when you're ready to start the shift with the participant.



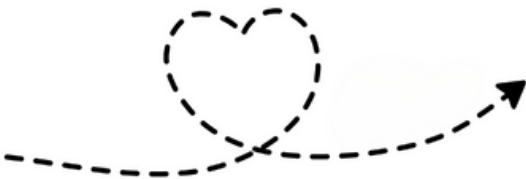
3. Click **Start Session**



4. Before ending session, click on **Create a Case Note**

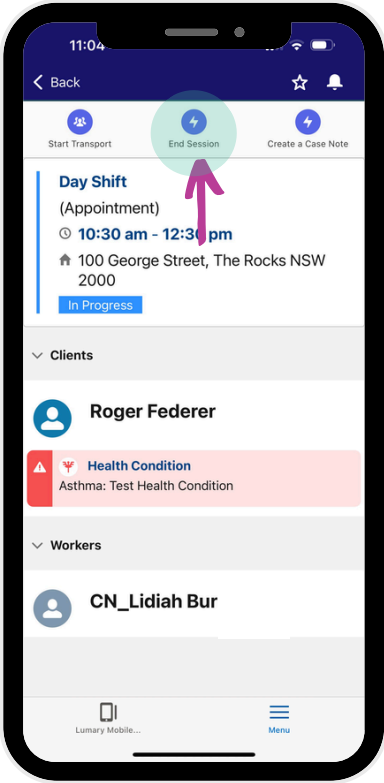


Complete your shift with Participant

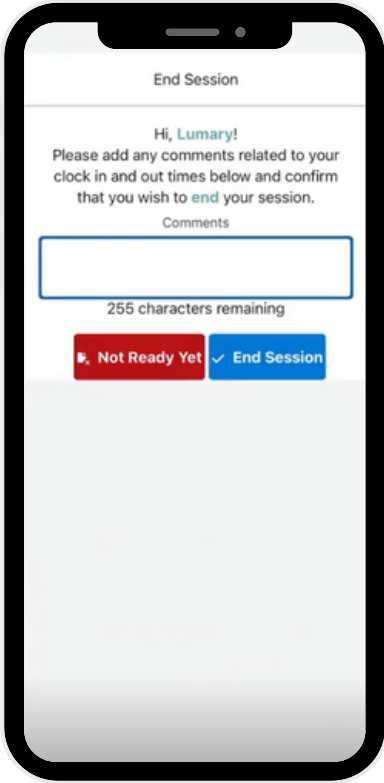


IMPORTANT
There is a separate Guide on how to create **Case Notes**

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



6. Add any relevant comments and then click **End Session**.



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

