

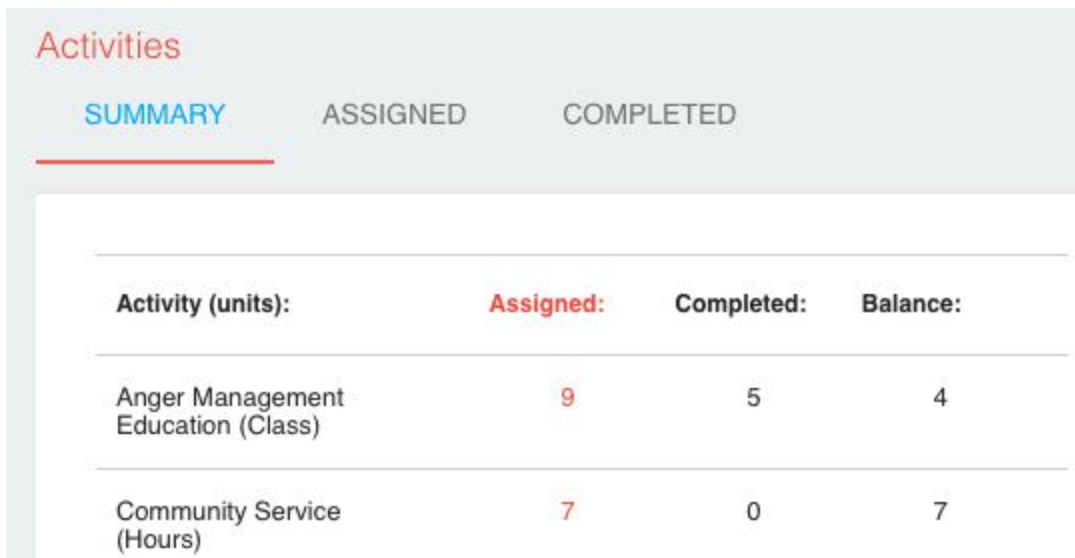
SCENARIO 6: ASSIGNING AND COMPLETING AN ACTIVITY

You want to assign Joseph Hamilton 40 hours of community service. This is considered an “Activity” and can be assigned to Joseph within his case. Record an **Activity Assignment**.

- 1) Navigate to Joseph Hamilton’s Case (**Case ID: 16CR000X**) either by searching for it in the main case list on the home screen, or in the case list on his profile.
- 2) Click "**Activities**" from the blue case toolbar.



- 3) Notice there are 3 tabs on the activities screen: *Summary*, *Assigned*, *Completed*. The **Summary** displays an overview of the assignments, completions, and remaining balance.



Activities			
SUMMARY	ASSIGNED	COMPLETED	
Activity (units):	Assigned:	Completed:	Balance:
Anger Management Education (Class)	9	5	4
Community Service (Hours)	7	0	7

- 4) Click the “**Add New**” button in the bottom right corner of the screen, then select “**New Assignment.**”
- 5) The **date** will default to today. To edit the date, simply click on the calendar and select the correct date or enter the date manually in the following format: M/D/YYYY.

Date: Today

6) Select the **activity** from the list.

Activity: Community Service*

7) Enter the quantity **assigned** for the activity (i.e. hours, classes, sessions)

Assigned: 40

9) Click the checkmark icon to **save**.



A week later, you confirm that Joseph has completed 5 hours of the community service you assigned to him. Record this as an **Activity Completion**.

1) From the Activities screen, click the “**Add New**” button, then select “**New Completion**”

2) Once the form opens, use the datepicker to enter the date completed.

Date: Today

6) Select the activity type from the dropdown menu.

Activity: Community Service

7) Enter the number of hours completed.

Completed: 5

8) Click the checkmark icon to **save**.



Notice that the balance in the **Summary** updates to reflect the completion.

** This item will vary from agency to agency. This select field is populated with customizable options that can be added or edited in the Organization Management portion of Probatum.*