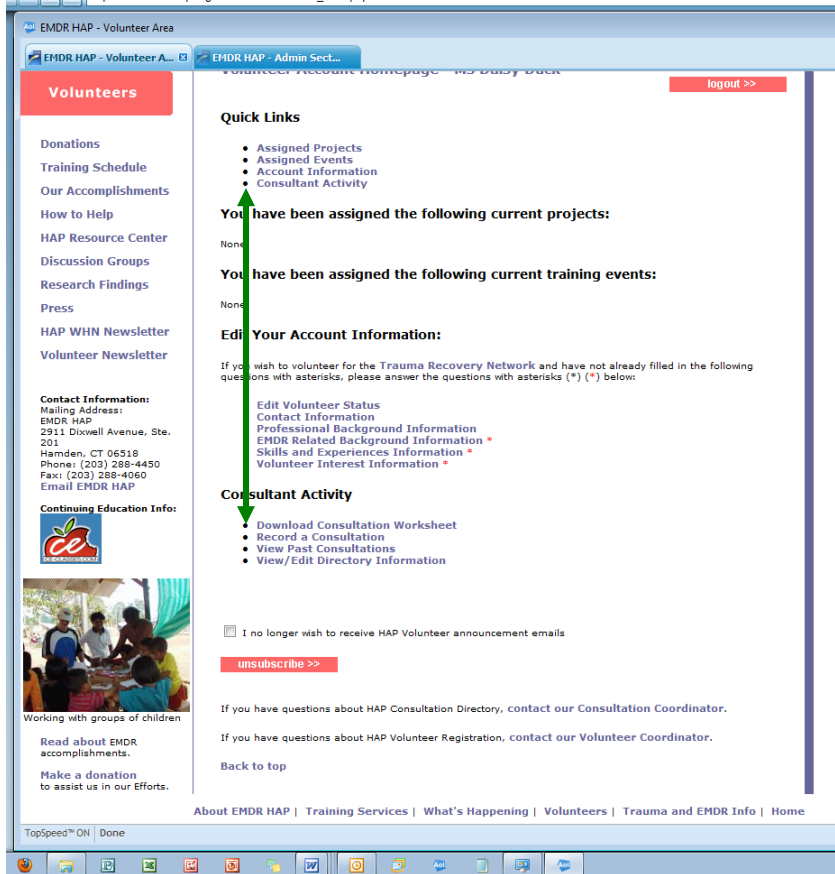


HOW TO ENTER AND **EDIT (NEW!)** CONSULTATION HOURS IN THE HAP SYSTEM

ENTERING A NEW CONSULTATION INTO THE HAP SYSTEM:
Sign in to your Volunteer Account.

Under **QUICK LINKS** click on "Consultation Activity"



Step 1: Download and use your "Consultation Worksheet" (*RECOMMENDED*) as a reference to enter date, time, duration, type of consultation, Trainee ID# and Name of each consultee who attended and stayed the full time.

Please collect required consultation information on this work sheet, it is needed to record consultation hours.

1. Go to your Volunteer Account.
2. Under "Consultant Activity", select "Record a Consultation"
3. Fill in Consultation Details from your Work Sheet (date, time, medium, trainee id number)
4. After entering each trainee id number, select "Add"
5. Select "Record Consultation"
6. Check that the names are accurate (select "Continue Editing" to make a change)
7. Select "Confirm Consultation"

Please do NOT send this document to HAP

HAP CONSULTATION EVENT WORK SHEET

Consultant Name (Please Print): _____ Type of Consultation Check one:
 In-Person
 Conference Call
 Skype

Please check one:
EMDRIA Approved Consultant Consultant in-Training

Consultation Date: _____

PARTICIPANT INFORMATION			
Trainee ID#	First Name (Please Print)	Last Name (Please Print)	No. of Hrs

HAP CONSULTATION EVENT WORK SHEET 3.9.12

HOW TO ENTER AND **EDIT (NEW!)** CONSULTATION HOURS IN THE HAP SYSTEM

Step 2: Click on "Record Consultation" (you will be taken to the **Record a Consultation** page).



- Use your Consultation Worksheet to Enter: the date, Time of Consultation, Duration and Medium.
- Enter a Trainee ID Number for each consultee who attended this consultation (as each ID number is entered, click on "ADD" and their name will pop up).
- If you should need to remove an ID Number just entered (before hitting Record Consultation), click on "REMOVE" and that ID Number and consultee's name will be removed.
- When all consultee names are listed (up to 8 consultees), click on **"Record Consultation"** at the bottom of the page - to save the consultation.

EXCEPTION:

If someone stayed longer or left earlier, you will need to enter them as a separate consultation

- You cannot have two different lengths of duration (time) listed in the same consultation.
- You cannot list the same date and time in two different consultations... you will need to set the time earlier or later than any other consultation on that date.

YOU CAN NOW UPDATE A PAST CONSULTATION - ADD A CONSULTEE, EDIT DATE/TIME/MEDIA:

NEW! If you have not yet entered consultation information for one or more consultees (who were not yet entered because they owed you payment or their Trainee ID #), you now have the ability to go back and add those consultees to a Past Consultation (up to 8 consultees). Here's how:

HOW TO ENTER AND **EDIT (NEW!)** CONSULTATION HOURS IN THE HAP SYSTEM

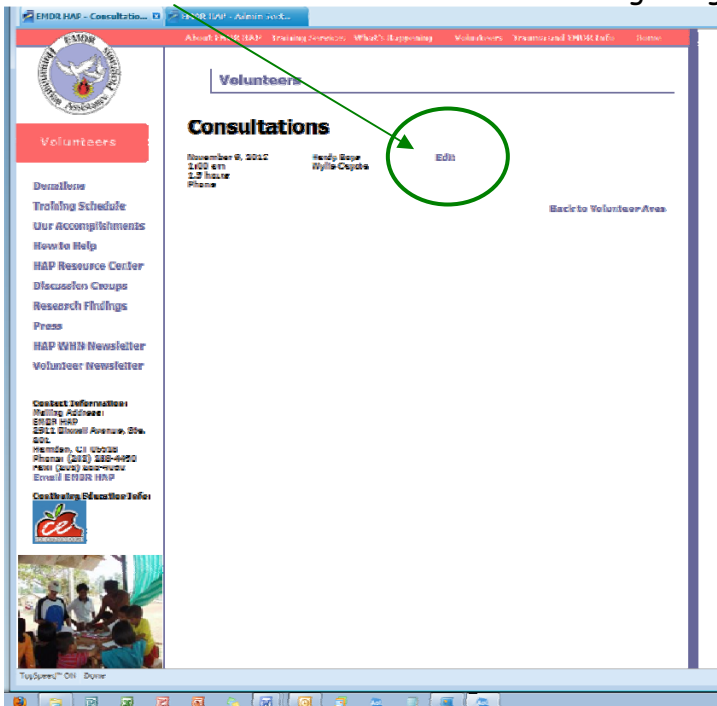
Sign in to your Volunteer Account.

Under QUICK LINKS click on "Consultation Activity"

Click on "**View Past Consultations**" (because you will be adding a consultee or editing an already existing consultation)



Click on "Edit" on "View Past Consultations" Page to get to Edit Consultations page:



HOW TO ENTER AND **EDIT (NEW!)** CONSULTATION HOURS IN THE HAP SYSTEM

EMDR HAP - Record Consultation

EMDR HAP - Record Con... EMDR HAP - Admin Sect...

About EMDR HAP Training Services What's Happening Volunteers Trauma and EMDR Info Home

Volunteers

Edit Consultation

Date: 11/09/2012 Time: 1:00 am

Duration: 1:50
Medium: Phone

Trainees:

Name	ID	Action
Hardy Boys	1232	
Wylie Cayote	1003	<input type="button" value="Add"/>
		<input type="button" value="Add"/>
		<input type="button" value="Add"/>
		<input type="button" value="Add"/>
		<input type="button" value="Add"/>
		<input type="button" value="Add"/>

[Back to Consultation List](#)

TopSpeed™ ON

To update a date, time, or medium, make the change then click on "Update Consultation". You CANNOT update the duration or delete a consultee.

When adding additional consultees:

Enter the Trainee ID# - Click on the Add Button -- make sure each name is correct. (if not correct, click on "Remove" button and enter the correct Trainee ID#)

Click on "Update Consultation" button when all information has been entered.

IF you should need to delete a consultee (once you hit "update", you can no longer remove a consultee), contact HAP volunteer@emdrhap.org to change the duration or delete a consultee.