How to Enter Consultation Hours into HAP system 3-19-13.doc

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.
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:
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.