Post Logs

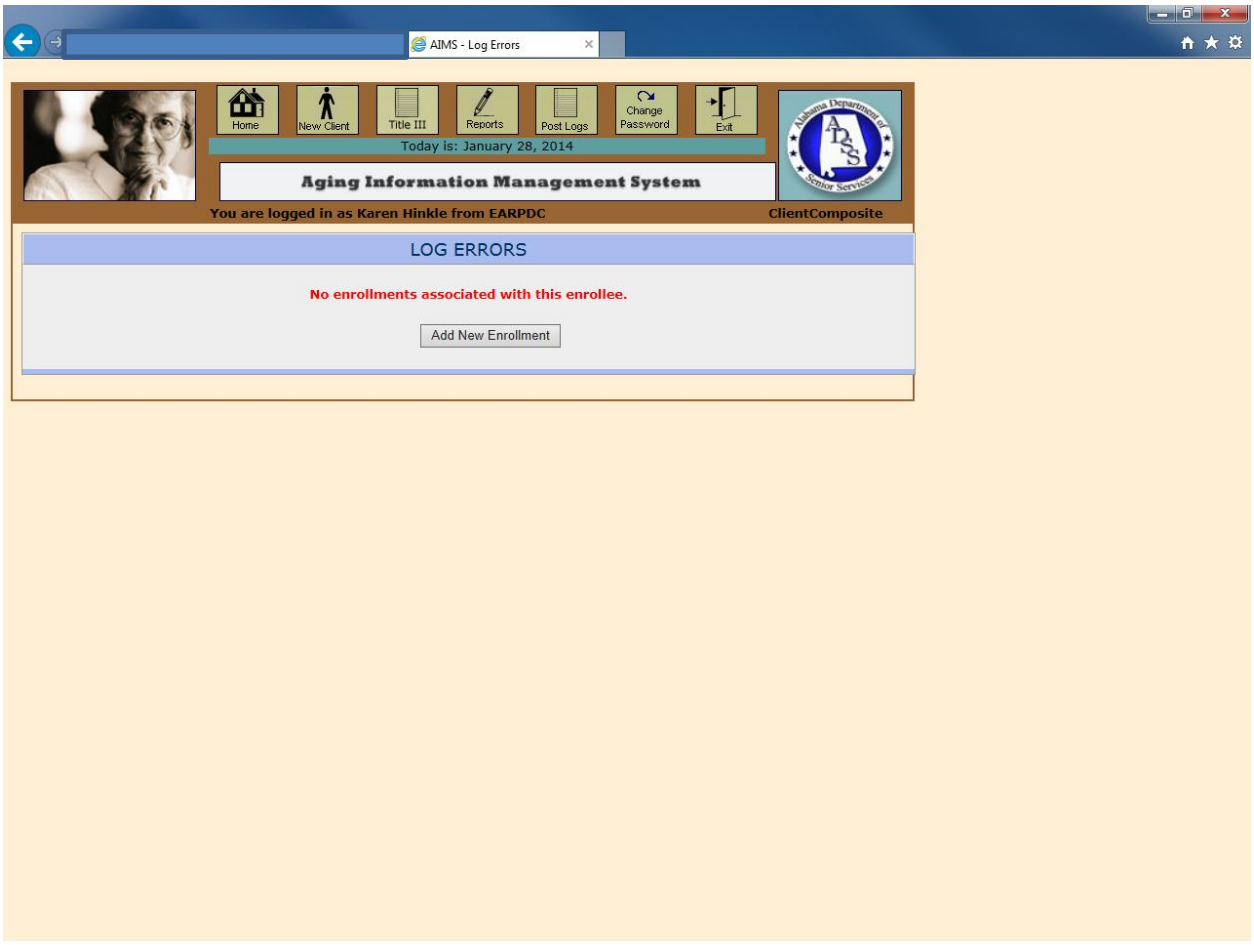
In **Post Logs** select Provider, Sub Unit and Log (and/or a service) from the drop down. Click on **Add Permanent Client to Log** button to add participant to log. After adding to log, the participant with selected options display as shown below.

In the above form, first participant **Andrew Jacob** is displayed with **Assessment Out of Date** as reason. If you click on the link, it will take you to the following form where you will be able to add a new enrollment for the participant by clicking **Add New Enrollment** button.

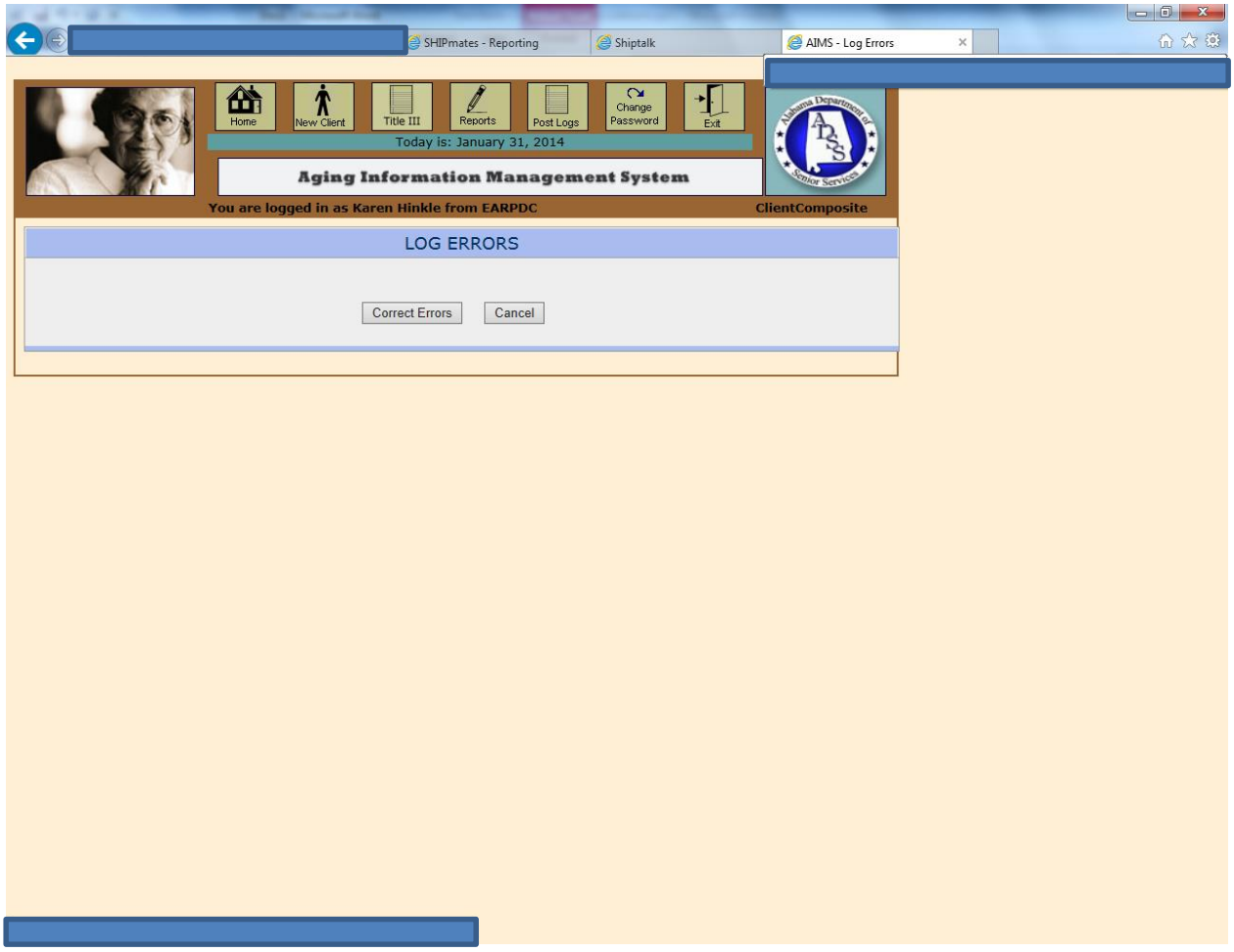
***Save all your data before selecting **Assessment Out of Date** or **Service Not Qualified** link**.**

Log Errors

Add new Enrollment Button to add a new enrollment with new enrollment date.



Log Errors

The second participant **Linto Jacob** is displayed with **Service Not Qualified** as the reason. If you click on the reason, it will take you to a following form named **Log Errors**.

In this from you will have **Correct Errors** and **Cancel** buttons. The **Correct Errors** button will let you correct the errors which stop the particular client from qualifying for the service. The **Cancel** button will take you back to the Post Logs page.