



To remove attendance based services:

From the History tab, click the “edit” icon next to the service.

Candy Cane

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

PROGRAM: EMERGENCY SHELTER NIGHT-BY-NIGHT PROGRAM

Enrollment **History** Assessments Notes Files Forms × Exit

Program Service History

Service Name	Start Date	End Date
 [Emergency Shelter Night-by-Night Program] Meals:Lunch Colorado Training Agency	06/07/2019	06/07/2019
[Emergency Shelter Night-by-Night Program] Meals:Dinner Colorado Training Agency	06/04/2019	06/04/2019
[Emergency Shelter Night by Night] Red night-Deseret:Red night		

Scroll all the way to the bottom of the page to access the individual instances of that service, then either click the trash can next to the incorrect date of service, or, to delete multiple items at once, click the checkboxes of the items you wish to delete, then click “delete selected records”.

ATTENDANCE (2 ENTRIES)

<input checked="" type="checkbox"/>		06/12/2019
<input type="checkbox"/>		06/04/2019

DELETE SELECTED RECORDS

**SAVE CHANGES** **CANCEL**

