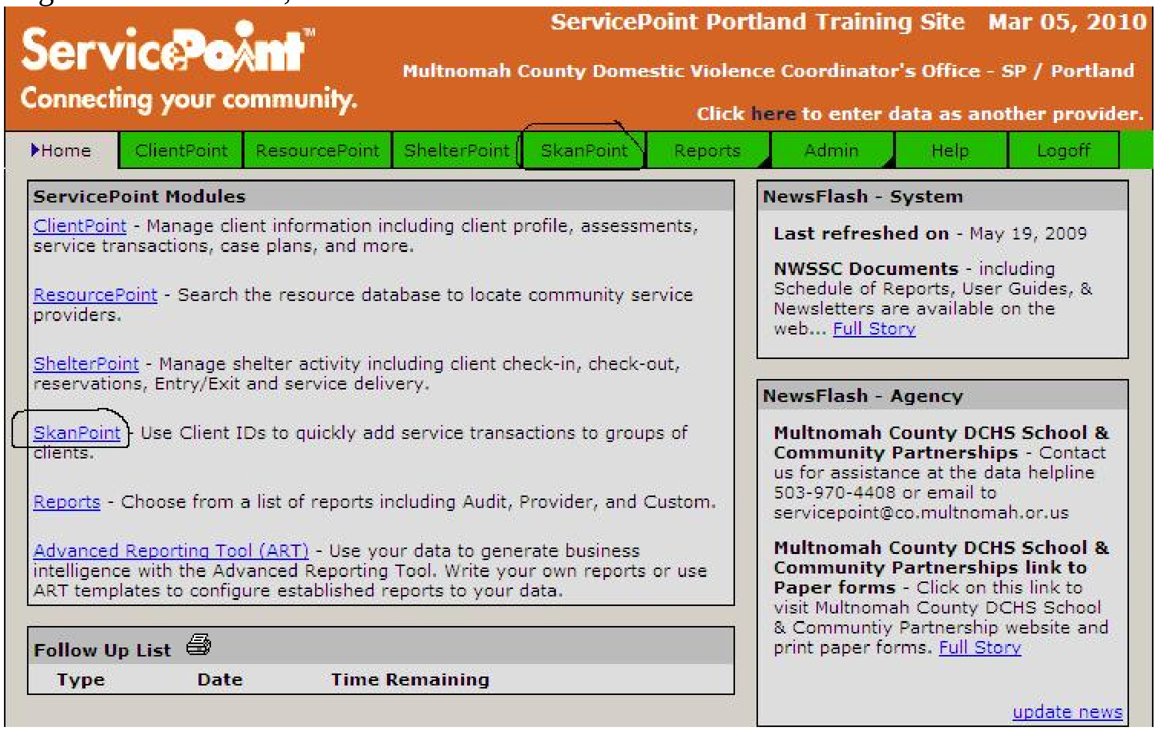
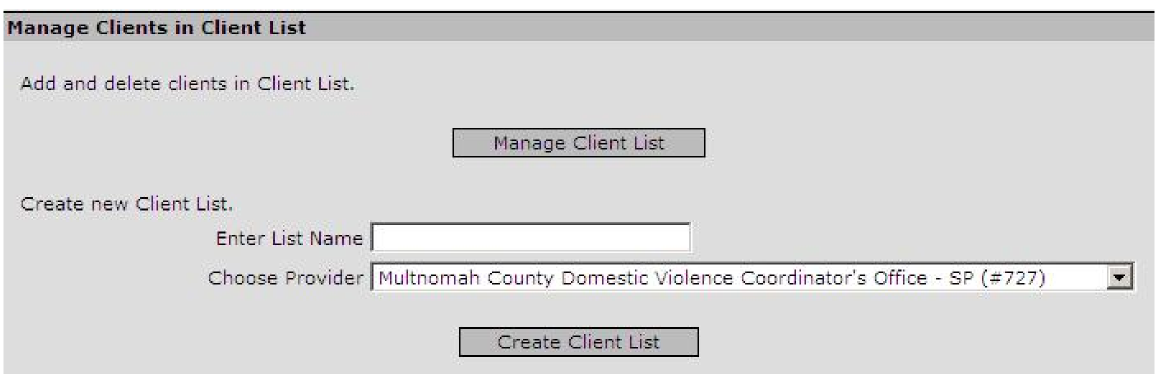
Log into ServicePoint, click on ScanPoint

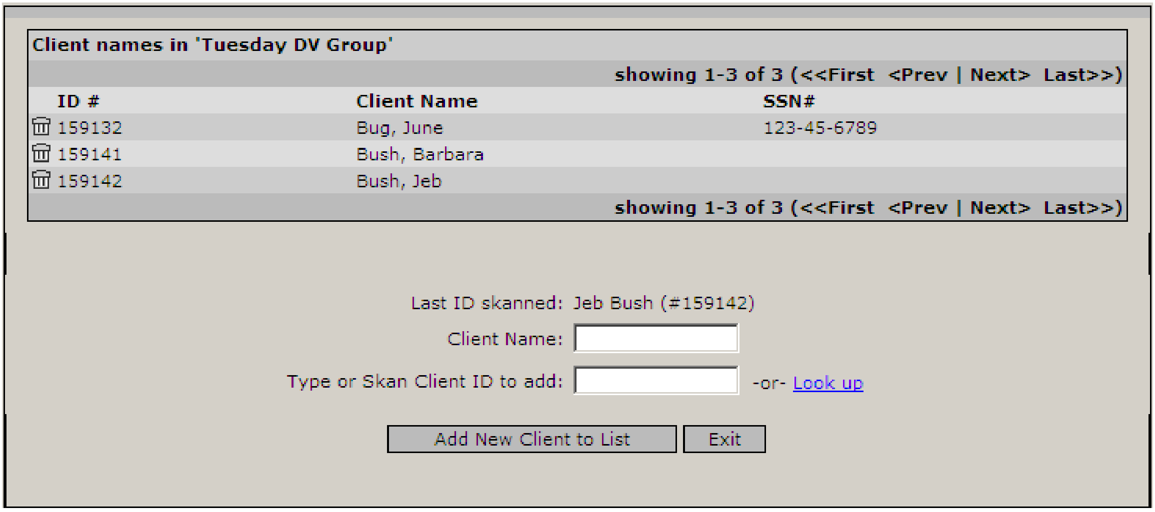


Scroll down to the section titled Manage Clients in Client List. Under the section titled "Create new Client List", enter the List Name. For example, I created a list called, "Tuesday Night Group". Select the Program in ServicePoint associated with that group using the "Choose Provider" dropdown menu.



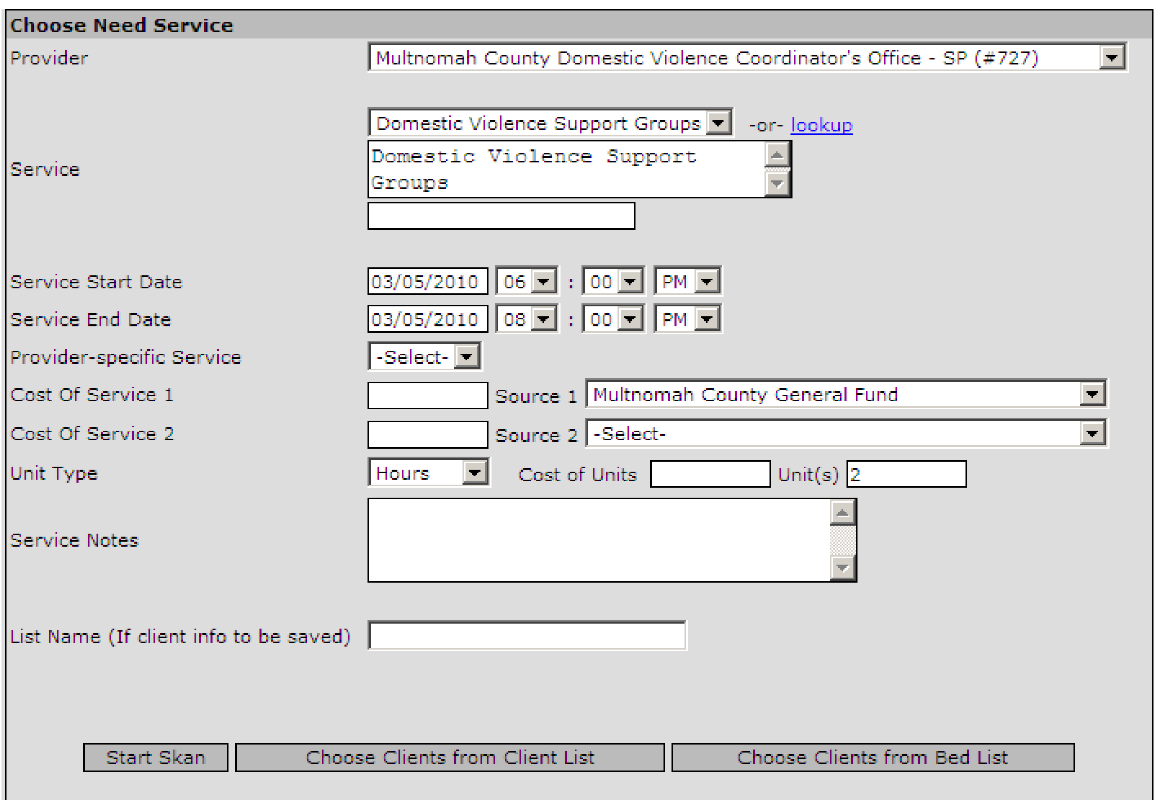
Click on Create Client List.

Now, you must add clients to your list. You can add clients by their servicepoint id# or you can look them up using the encoded last name. Here is a sample of what the screen looks like with some clients added. (Reminder these are test clients only.)



When you are done adding clients to your group, click on Exit.

Next, go back to the section titled Choose Need Service. Enter the details about the group such as Provider (Program), Service, Start and End Dates, Cost, and Units. Then click on Choose Clients from Client List.



Find the list you just created and click on it. A pop-up window will display the members of your list. Here you can select who attended group and add that entry to their ServicePoint record. You are done. If you want to check your work, pull up a client record that you just indicated attended group and verify that the data was added to their record in Service Transactions.

Here is an example of a test client record with the group information successfully recorded in ServiceTransactions using the ScanPoint feature.