

SET-Works Help Sheet

1. Power on Computer, select appropriate username and log in.
 - a. **Password:**
2. Insert US Cellular internet device into USB port.
3. If it doesn't automatically connect to the internet, double click the icon labeled '**U.S. Cellular Broadband Connect**'. Wait for the blue connect button to light up, click it and wait until the connection has been established. (sometimes it takes a while to work, be patient.)
4. Click on **Google Chrome** (internet browser)
5. Go to set-works.com, click the red **Log In** icon on the upper right hand corner of the screen, log in, if you have issues contact your' LSP. Typically you can reset your password if you have forgotten it with little issue.
6. Scroll down; you'll see yellow blocks portioned out on a calendar. You can change the view of the calendar to display the day, the week, or the month. Select the one that's easiest for you to look at. If you want to change the view in order to see the whole day/week/month, then you would select the appropriate option. This is located on the right hand side, directly above the calendar. When you first log in, it defaults to the week view.
7. Right click on the yellowed out portion that depicts the date and time of your shift.
8. After right clicking, a menu will appear. Select '**convert to: Billable Individual**'.
9. The screen that pops up is called 'modify billable individual', it's labeled on the upper left hand corner of the screen. This is the screen where you will input your notes as well as your Hab Data (Outcomes).
10. On the bottom left hand side, under 'Activity Details' there are three drop down menus. Click the third one down labeled '**Authorization:**'. There should only be one option listed. Within the option, the name of your location will be listed. **Ex. Res Hab-P4-WS (T2016): 310.75 used and 50000.22 remain**, select it. This will cause the Hab Data (here called outcomes) to populate on the upper right hand corner of the screen.
11. In order to enter your Hab Data (Outcomes) information, you'll need to click on the [Expand All](#) link. This is located in the upper right hand corner inside the box labeled '**Outcomes**'.
12. Directly beneath the Hab Data (Outcomes) is a box labeled '**Additional Comments**'. In this box you'll enter your daily notes. Make sure to click on the **update** link located on the upper right hand corner of the screen above the

SET-Works Help Sheet

Expand All link frequently. This will save your progress in the event that you lose internet connection.

13. At end of shift you will be required to electronically sign your documentation, in order to do this, after clicking '**update**' you will be returned to the original screen that appeared after logging in, the one with the calendar. In the upper right hand corner you'll see your name listed. Directly underneath will be a drop down menu labeled '**Select:**' Click this, then select '**Review & Sign (Activity Records)**'
14. After selecting '**Review & Sign (Activity Records)**' A new screen will pop up. If you scroll down, you'll see the notes that you've entered. Underneath the portion labeled '**ADDITIONAL COMMENTS**' it will say '**SIGNATURES:**' and have a small white box that you will click on, causing a green check mark to appear. ✓
15. After clicking on the signature box, look at the top of the screen. On the right hand corner there will be a box labeled '**Pin:**' in this you will type your pin number and click sign.
16. If for some reason this doesn't work, look back down at your notes and be sure that it says **COMPLETE** next to **DOCUMENTED: 7/7 goals**. It's easy to miss selecting all the necessary boxes in this section. If you need to go back in to make adjustments, just click anywhere on your entry while still in the same screen and it will open up your entries for editing. Click update when complete and it will return you to the signature screen. Enter your pin again, then click sign, and you have completed entering your notes for the shift.
 - a. You will not be able to find your notes to sign them until the system says it's the end of your shift, this may be a few minutes off from your time.
 - b. Typically, if you see an **INCOMPLETE**, it's caused by a missed Hab Data/Outcomes. I suggest going through that portion of your documentation very carefully. Even if that option didn't get worked on that shift, you still have to select the appropriate option. It will not let you sign if you leave it blank.
17. After you close the internet browser, be sure to click the **DISCONNECT** button on the U.S. Cellular screen before you close/turn off the computer, then remove the U.S. Cellular device from the USB port.