

## Model Services: Where Did I Leave Off?

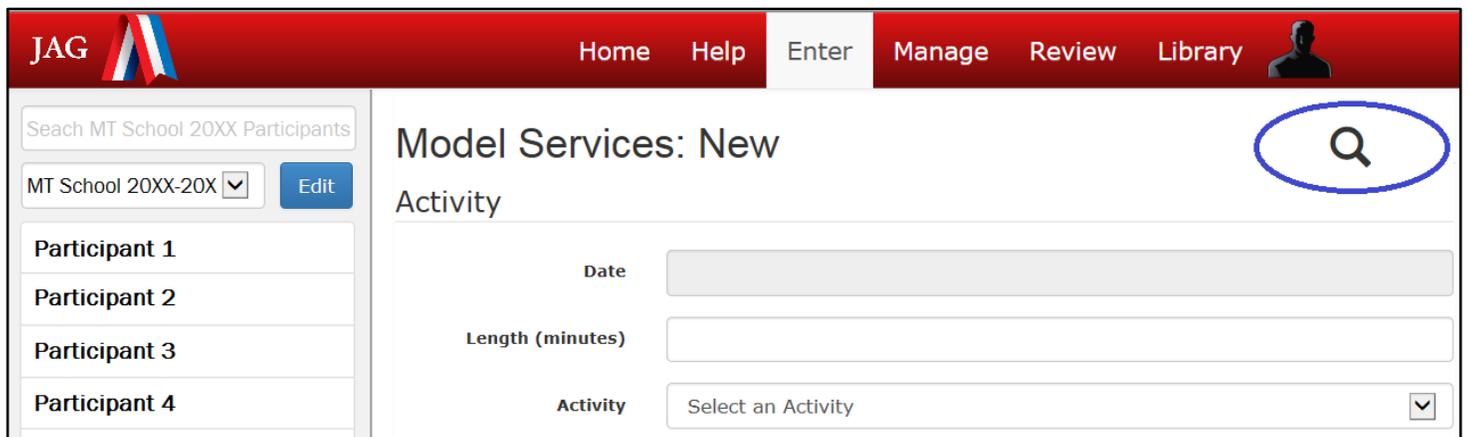
As you are entering Model Services throughout the school year, it may be difficult to remember exactly what day you last entered Model Services.

A quick way to find out where you left off is located on the Model Service Entry page.

Below is a step by step guide to creating your roster

### Steps to determine last Model Service enter date:

- 1) Select your **current roster** from the Navigation Sidebar (left hand side of your screen).
- 2) Select the **Enter** link in the Navigation Toolbar (red menu top of screen).
- 3) Select the **Model Service** link from the dropdown menu.
- 4) From the Model Services entry page select the **Magnifying Glass Icon**. 
- 5) Enter the date range of the last time you entered model services (most likely one month prior through today's date). You can also select any additional criteria by which you wish to search, activity, narrative, competency level, or specific competency.
- 6) Select the **Submit** button at the bottom of the screen in order to search model services entered.



The screenshot shows the 'Model Services: New Activity' page. The navigation bar at the top is red with links for Home, Help, Enter, Manage, Review, and Library. On the left, there is a sidebar for participants. The main content area has fields for Date, Length (minutes), and Activity. A magnifying glass icon in the top right corner is circled in blue.




The screenshot shows the 'Model Services Search' modal. It includes a search bar with a close button (X) in the top right. Below the search bar are several input fields: 'From Date' with a clear button (X), 'To Date', 'Search by Activity' with a dropdown arrow, 'Search Narrative', 'Competency Level' with a dropdown arrow, and a 'Select Competencies' field. A blue 'Search' button is located at the bottom right.

**Note:** Not only can you search for you last model service entered. You can also edit Model Services from this screen as well.