Add Transportation to Day Program Punches

Description: In this topic you will learn how to add transportation to punches for clients and employees.

Please note: Pending entries will show attendance punches for both the service and transportation. Approval will be needed on all pending attendance entries.

Role Required: Employee (base user)

Permission Required: N/A

1. Sign into the **Day Program**
2. Check-In client(s) from one of the following ways:
    a. Select **Entries** from the submenu, select the **Actions** button, select **Check-In** from the actions dropdown
    b. Select **Clients** from the submenu, select the **Actions** button, select **Check-In** from the actions dropdown
    c. Select **Clients** from the submenu, select a **Client** by searching or from the client table below the search box, the Client Detail will open up, select **Check-In** button
3. The Check In form wizard will open up, check the box next to **Used Provider Transportation**
    a. When checking in/out multiple clients
        i. Select the **Check - In Type dropdown** in the form wizard and select **Multiple**
        ii. Select the **Clients** by checking the check box by the clients names
        iii. Select the checkbox in the **Trans. column** to add transportation
4. Transportation Funding Source and Transportation Service Code will appear and be filled out for you
5. Select **Check-In**
6. Select **Yes** on the confirmation alert page to save
7. Repeat the process for Check-Out

Related articles

- Transportation, Client Transportation, Drive, and Mileage
- Day Program Profile Overview
- Unlock a Residential, Day, or Parenting Program Profile
- Time Entry - Account Type Client Transportation
- Day Program - Client Self-Service Check In & Out (Kiosk Mode)