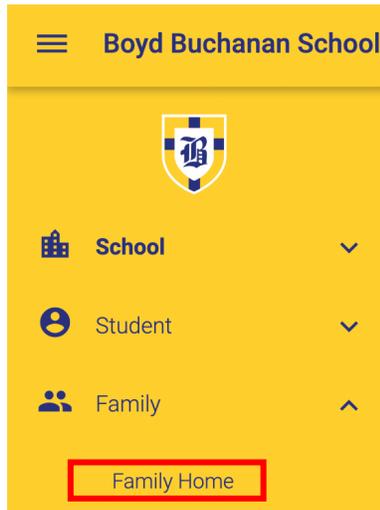


## Entering Service Hours in FACTS

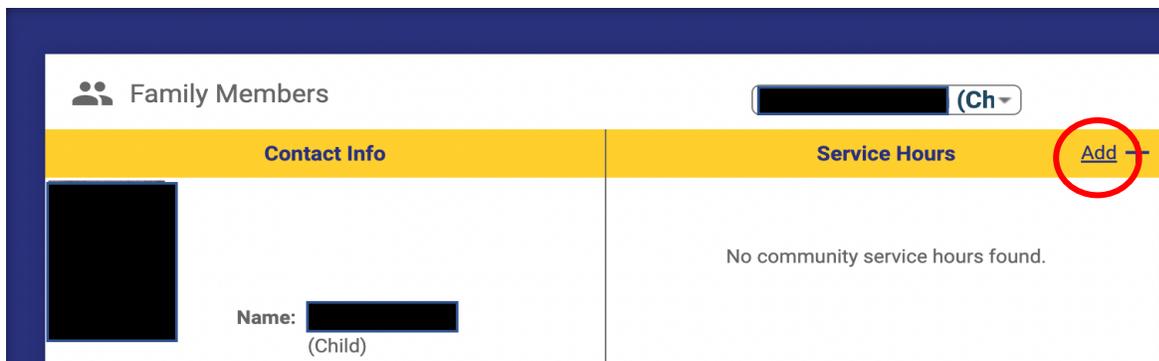
Computer Program Directions: [www.factsmgt.com](http://www.factsmgt.com)



Open FACT (RenWeb) and click on Family Portal.

Click Family > Family Home

In the Family Home window, select your name from the dropdown above Service Hours. Click the Add link.



Service Hours - Add

Name: [redacted]

\* Date:

\* Hours:

\* Description:

Note:

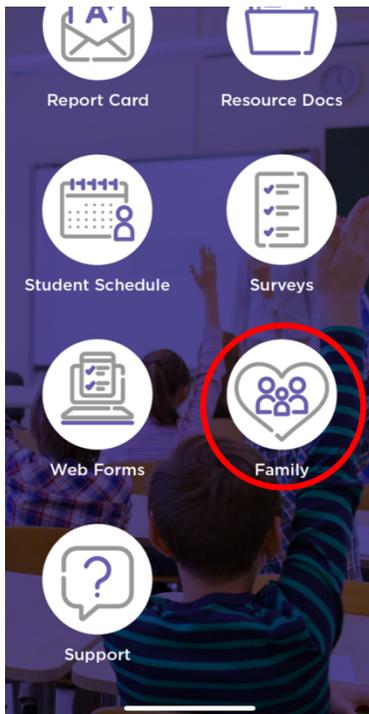
Verified By:

In this window, enter the Date, number of Hours served, a Description of the service performed, Note any additional description and enter who can verify the service. Be sure to include their email and/or phone number.

SAVE

## Entering Service Hours in FACTS

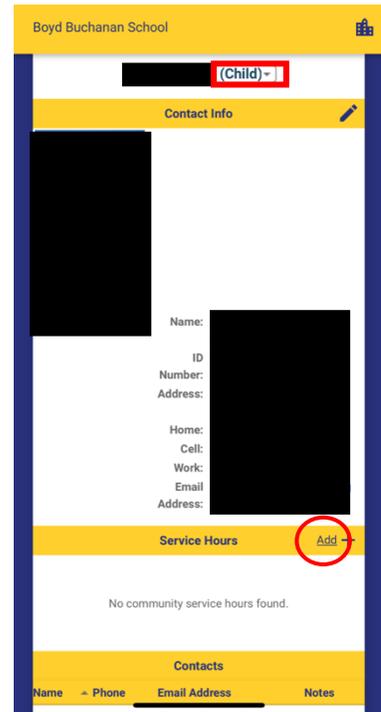
### Phone Family App Directions (known issue on Description)



← Open the FACTS Family App. Scroll down to find the Family icon.

→ From the Family screen check to see that your name is selected in the dropdown box at the top.

Click the Add link.



Service Hours - Add

Name: [Redacted]

\* Date: 10/25/2022

\* Hours:

\* Description:

Note:

Verified By:

Save

Complete the Service Hours form by entering the date and number of hours served.

The Description box is currently NOT working. FACTS is working on this. Check back later. When it is working, you will choose the custom option from the dropdown and enter a one or two word description.

Add a more specific description in the Note box.

Include the supervisor's name, email address and phone number in the Verified By box.

SAVE