# Service Requests

Managing Projects

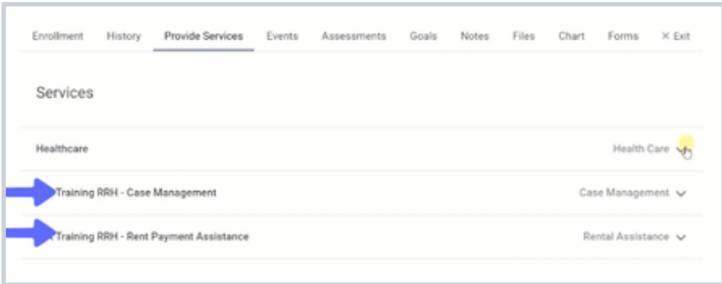
## How to manage service requests

As a Case Manager, you will spend most of your day providing services to clients, such as financial assistance, counseling, or referrals. Handling service requests in Clarity is easier than you think!

## Service Request Steps

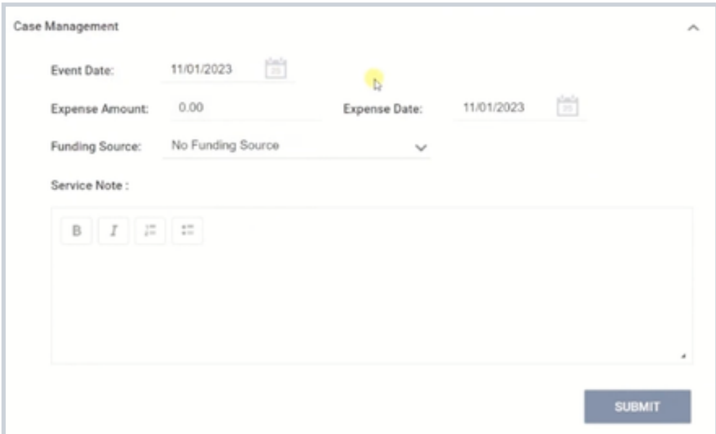
### 1 Provide Services sub-tab

Once a Program Enrollment has been created, enter the available services under the *Provide Services* sub-tab.




### 2 Choose Services

After finding the correct service, a window will open where you can enter the service information.




### 3 Fill out the required fields

Be sure to include the date, service notes, and, where relevant, available documents with expense information.

### 4 Add Notes and documents

The notes and documents section are listed under the Program enrollment's sub-menu.

**Remember**

Not all programs are required to collect services. There's a chance you will not see information listed under Services.

***Note: This guide covers the essentials of the course Managing Project Entries, Updates, and Exits in Clarity. Review the training course for a complete overview.***