

# Back Date Mode

## WSCS System Basics

## How to use Back Date Mode

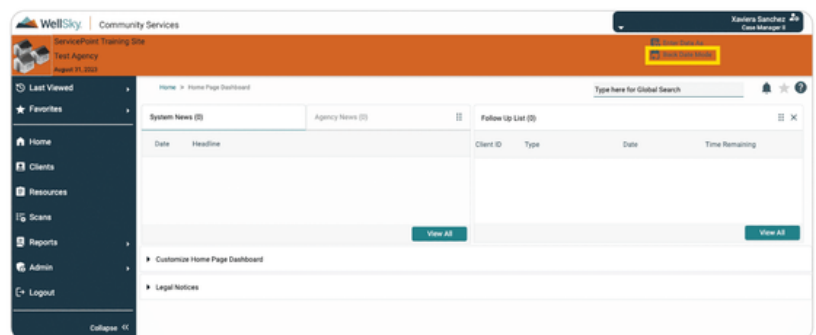
On a very busy day, you may provide clients with services hour after hour and find no time for data entry at the end of the day. The next morning you have to play catch up! The Back Date Mode in Community Services can help.



## Set a date in the past

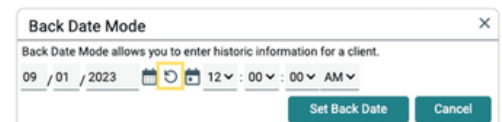
### 1 Locate the "Back Date" function

Once you've logged in, locate the "Back Date" function. It should be visible on your main screen, in the upper right corner.



### 2 Click on the Back Date button

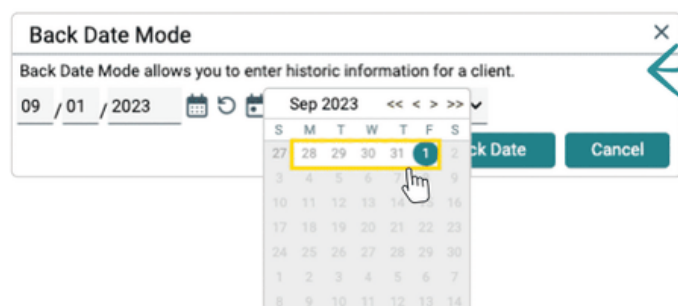
A pop-up should appear on your screen. Notice that the date in the pop-up is set to today's date by default.



To change this, you will need to *clear* the current date.

### 3 Set the back date

This is the date when you actually served the client. You can enter this date manually or use the pop-up calendar for ease. If you also need to set a specific time, you can do so now.



### Pro Tip

**Remember:** Switch out of the Back Date mode when you're done to avoid any confusion with your future entries.