





## CRIB SHEET – SERVICE DIARY

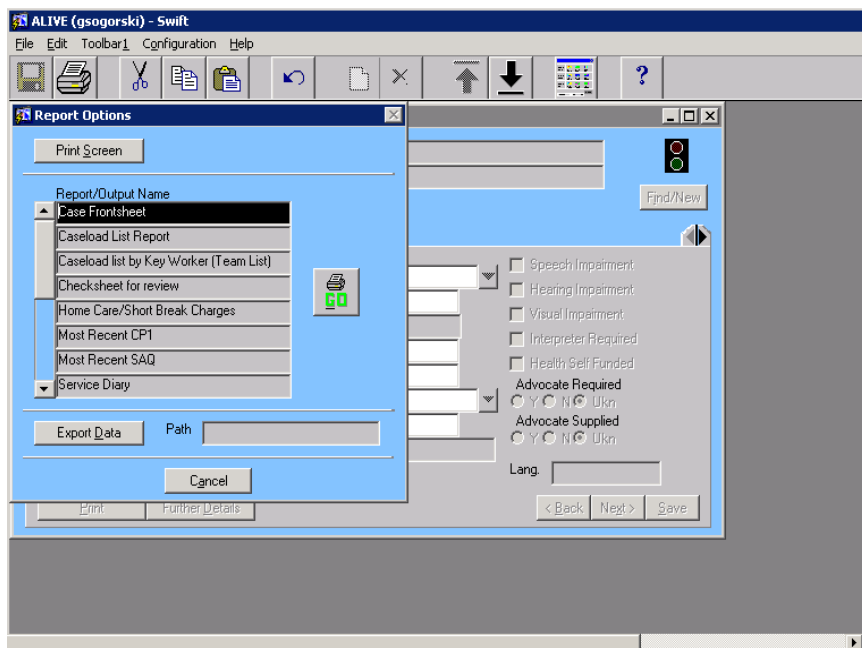
The Service Diary provides details of a person’s current costed community services such as home care and day care recorded in Swift, displayed in a diary format.

## RUNNING THE SERVICE DIARY



- Access  or  via the Launch Pad and find the relevant person.
- Once the person is found, click on the person’s name in the list to select them and click on .
- Click on .

*The Report Options screen will be displayed with a list of the reports available from this Swift screen:*

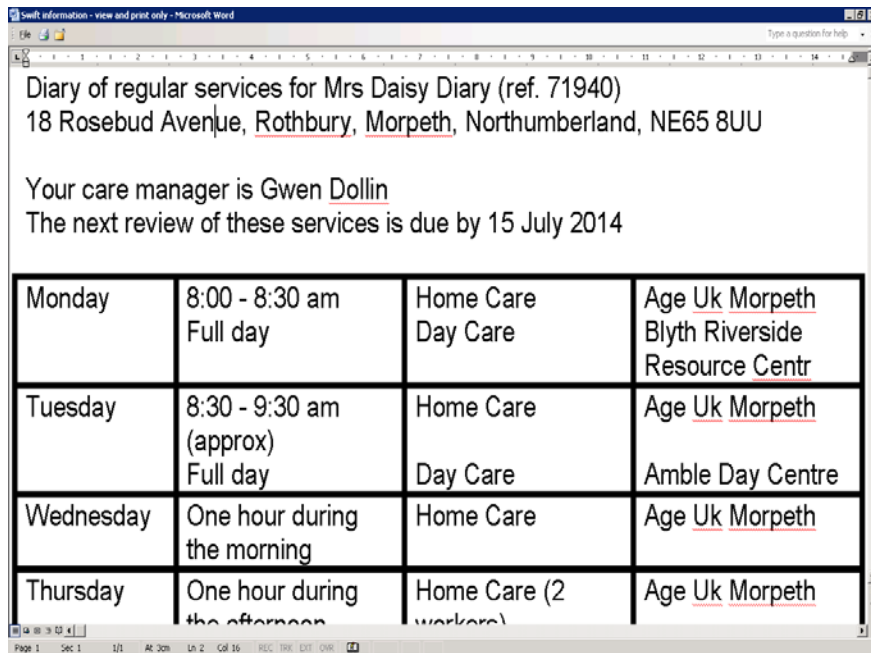


- Click on the Service Diary report in the Report/Output Name summary list.



- Click on .

### Example Service Diary



Swift information - view and print only - Microsoft word


Diary of regular services for Mrs Daisy Diary (ref. 71940)  
18 Rosebud Avenue, Rothbury, Morpeth, Northumberland, NE65 8UU

Your care manager is Gwen Dollin  
The next review of these services is due by 15 July 2014


Monday	8:00 - 8:30 am Full day	Home Care Day Care	Age Uk Morpeth Blyth Riverside Resource Centr
Tuesday	8:30 - 9:30 am (approx) Full day	Home Care Day Care	Age Uk Morpeth Amble Day Centre
Wednesday	One hour during the morning	Home Care	Age Uk Morpeth
Thursday	One hour during the afternoon	Home Care (2 workers)	Age Uk Morpeth

Page 1 Sec 1 1/1 At 20h 1h 2 Col 16 REC TRK EXT OMR

## PRINTING THE SERVICE DIARY

- To print the report you need to use one of the following options:
  - Click on  at the top left of the report, or
  - Click on **File** and **Print..**

## CLOSING THE SERVICE DIARY

- To close the report you need to use one of the following options:
  - Click on , or
  - Click on **File** and **Close**.
- Click on **Cancel** to return to Swift.