Running the Multiple Service Monthly Log Worksheet (Registered Services):

- 1. Log into AIMS
- 2. Go to Reports
- 3. Click the sign beside 'Log Worksheets'
- 4. Click Multiple Service (service menus)
- 5. Report Date = the FIRST day of the month in which you want to print the log (EX: 03/01/2017)
- 6. Select Contractor name (EX: City of Abbeville)
- 7. Select Senior Center name (EX: Abbeville Senior Center)
- 8. Select ALL
- 9. Select 'View Report'
- 10. When the report loads on your screen, you can print it using the Adobe controls (most likely at the bottom of the page). Note: These controls normally will disappear until you run your mouse over it.

Running the Aggregate Monthly Log Worksheet:

- 1. Log into AIMS
- 2. Go to Reports
- 3. Click the + sign beside 'Log Worksheets'
- 4. Click Aggregate
- 5. Report Date = the FIRST day of the month in which you want to print the log (EX: 03/01/2017)
- 6. Select Contractor name, EX: City of Abbeville
- 7. Select Senior Center name, EX: Abbeville Senior Center
- 8. Select ALL
- 9. Select 'View Report'
- 10. When the report loads on your screen, you can print it using the Adobe controls (most likely at the bottom of the page). Note: These controls normally will disappear until you run your mouse over it.

^{*}Please note: Participants who no longer attend the center can be removed from your log. This will help make your log shorter and easier to use.

^{**}You may use an excel version of worksheet as well. Blank copies are available on the SARCOA website.

Example Monthly Log Worksheet

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	Participant Totals
Mrs. Never MissesADay	1	1	1			1	1	1	1	1																				8
Mr. Attends WhenICan		1					1																							2
Mr. Attends ButNeverEats																														0
Mrs. Tuesday AndThursday		1					1																							2
Mr. Decade N'Attendance	1	1	1			1	1	1	1	1																				8
Mrs. Decade N'Attendance	1	1	1				1	1	1	1																				7
Mr. Fill In	1		1			1			1	1																				5
Mrs. Fill In	1		1			1		1	1	1																				6
Mr. Fill In2						1		1																						2
Daily Totals	5	5	5			5	5	5	5	5																				