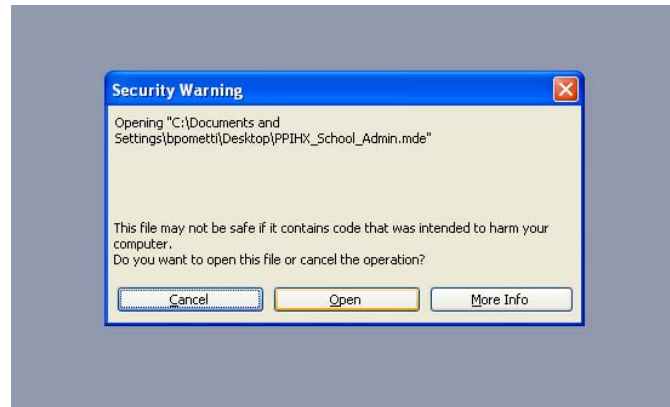
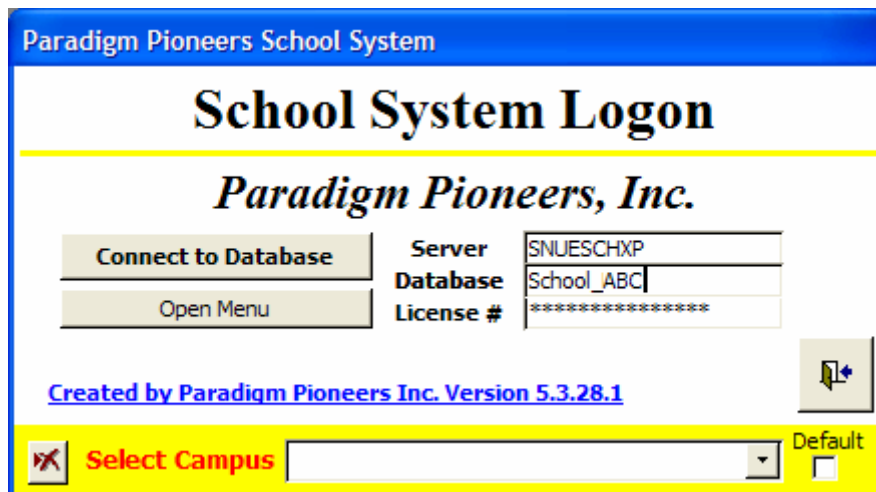


**Welcome to the
training manual for the
STUDENT THERAPY LOGS section
of the
PARADIGM PIONEERS, INC database program.**



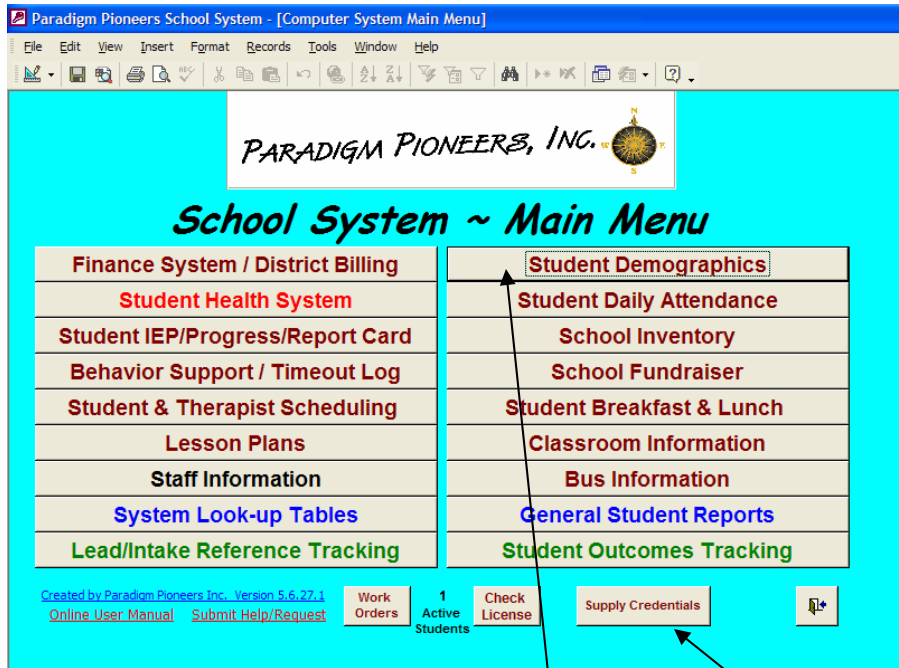
After clicking on the **PARADIGM PIONEER SCHOOL SYSTEM** icon on your computer screen, this screen will appear. Click on **OPEN** to enter the database.

If you get a password prompt at this point type "ppi" without the quotes.



If you do not see your School Displayed above **CONNECT TO DATABASE** button select your school from the drop down list then Check Default.

Click on **CONNECT TO DATABASE**.
The system will start up and bring you to the main menu.

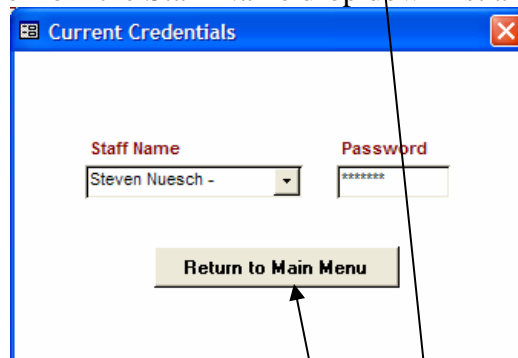


This is the **MAIN MENU**.

From here, you can access reports and information within the program.

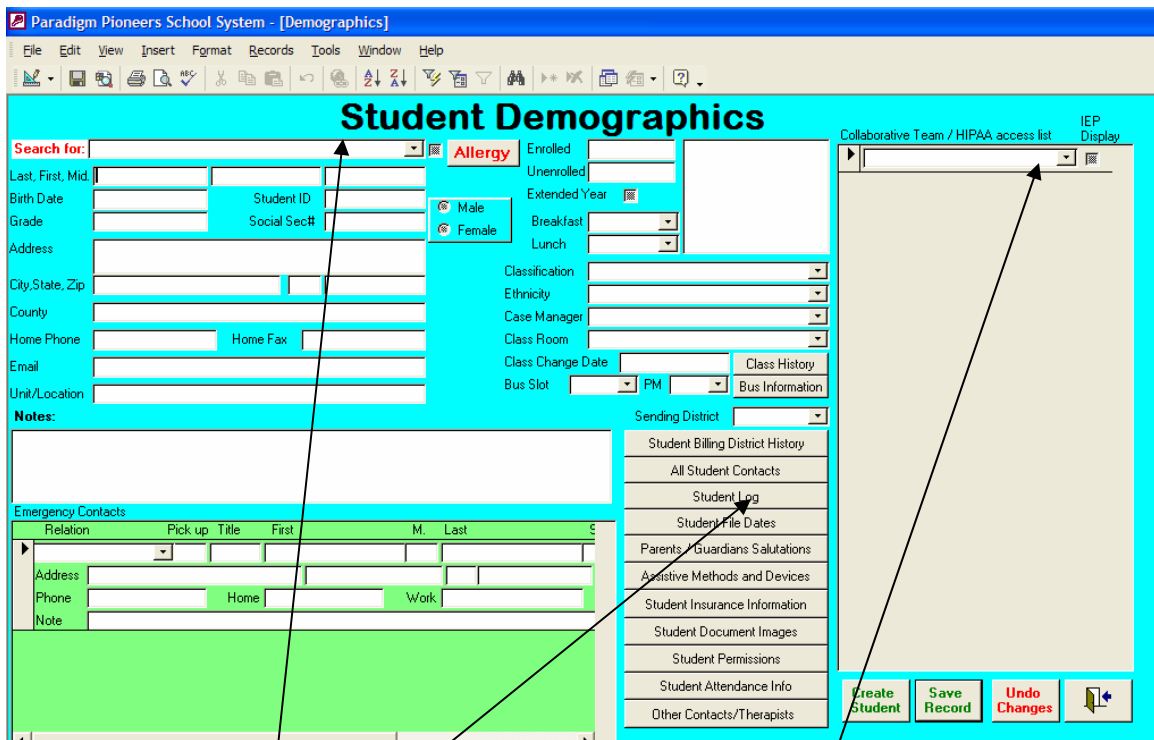
The First Step for accessing or creating Therapy Logs is to click Supply Credentials.

Then Select your name from the Staff Name drop down list and enter your password.

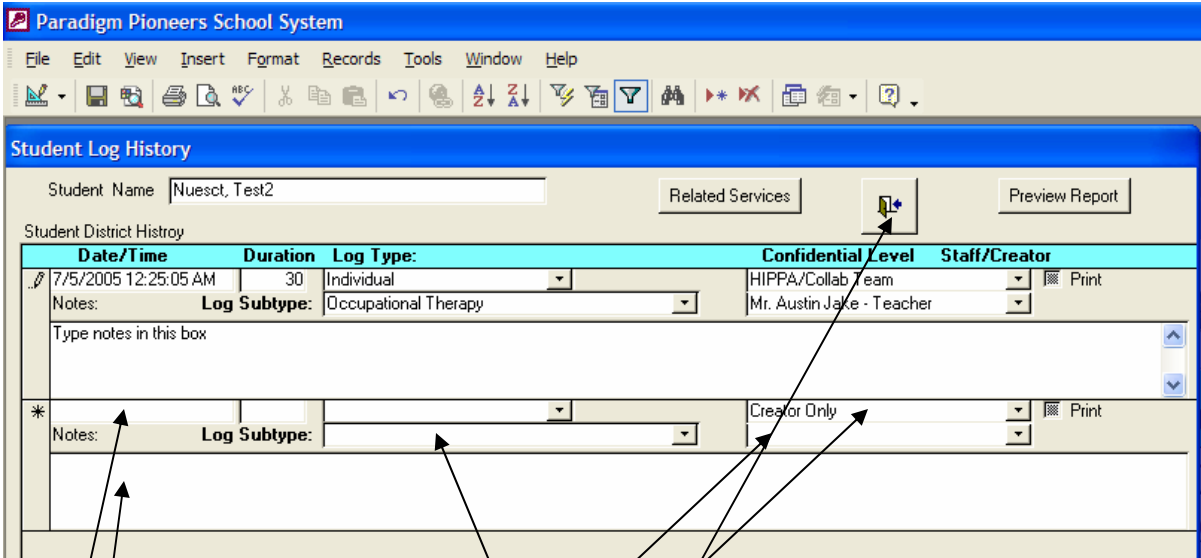


The click Return to Main Menu

Click on the **STUDENT DEMOGRAPHICS** menu to begin.



1. Choose your student from the Search for drop down List.
2. Verify you are in the collaborative Team/HIPAA access list.
3. Click Student Log to view and edit student Therapy Logs.



1. Go to a blank record.
2. Double Click in the Date/Time Box, and then adjust time if necessary.
3. Type in the duration.
4. Select a Log Type and Log Subtype.
5. Choose Confidentiality Level.
6. Choose your Name
7. Type in any Notes.
8. When you are done click the exit.

To delete a record - Click the entire record on the left then press your delete key.

To view a students related services sheet from their IPE Click Here.

To print selected items check the print Box and Click Preview report.

