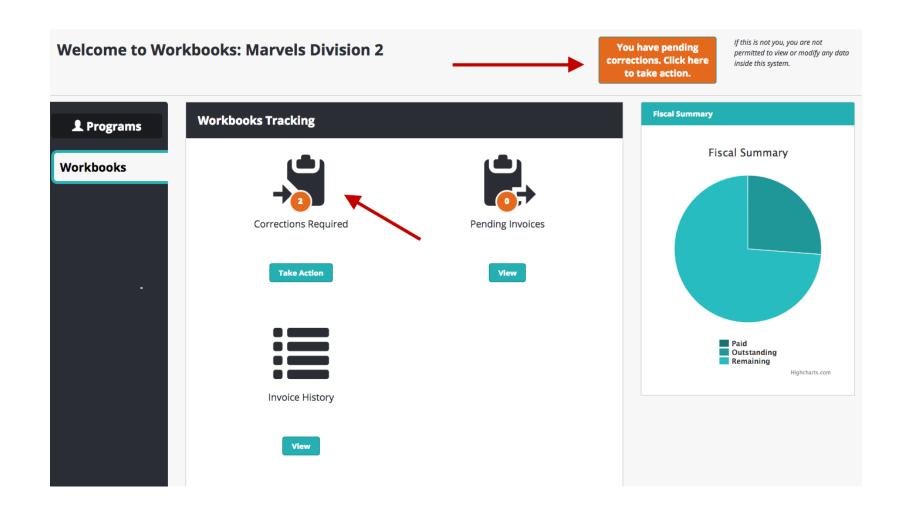
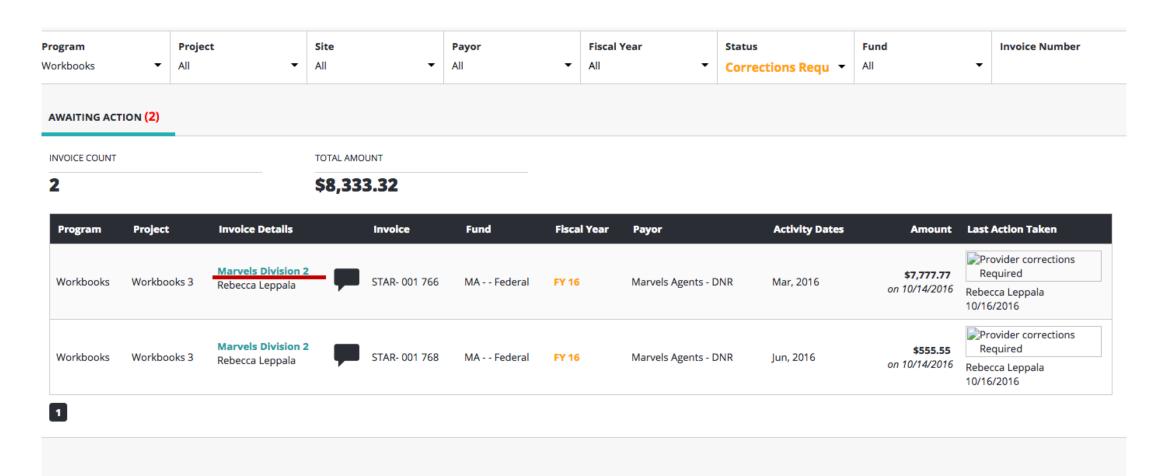
Super Quick Guide for Correcting Services in BHSDSTAR

Please see the User Guides for detailed description of all functionality.

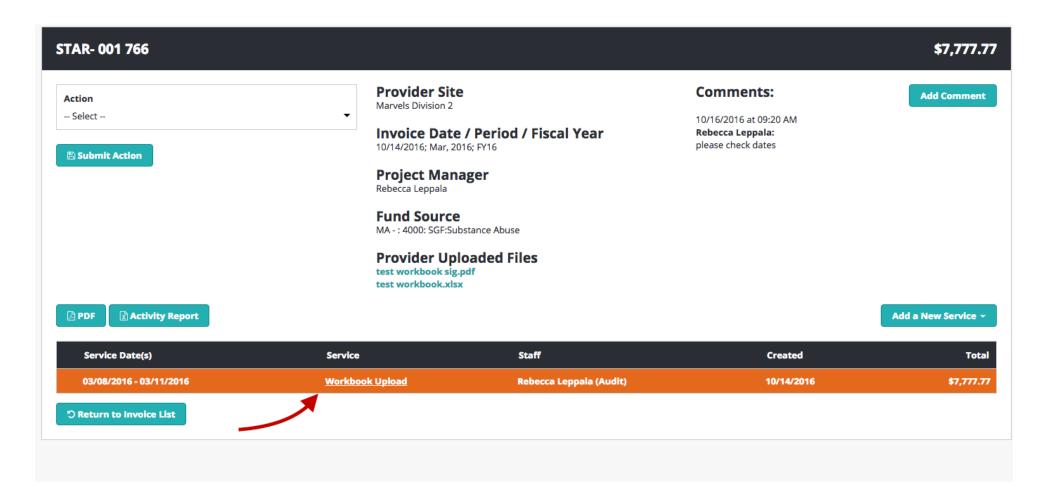
From Home Screen Click on Either the Orange Banner or the teal 'Take Action' button under the Corrections Tile



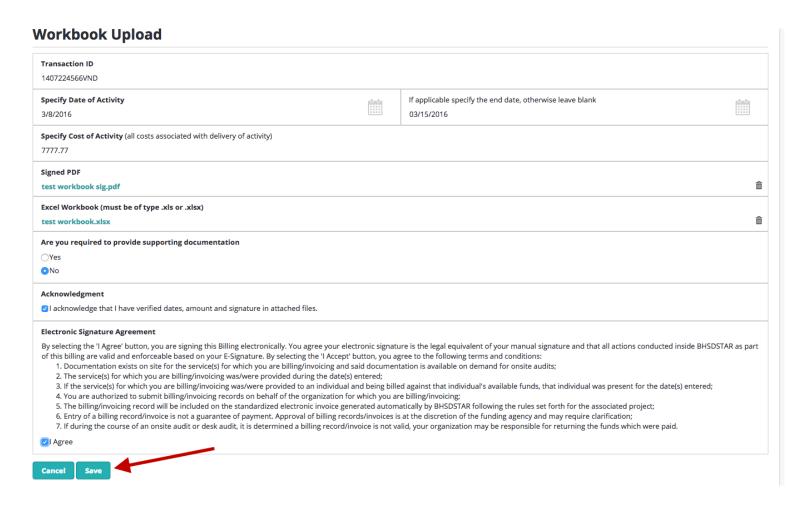
Click on the teal link for the invoice you wish to correct under the 'Invoice Detail' Column



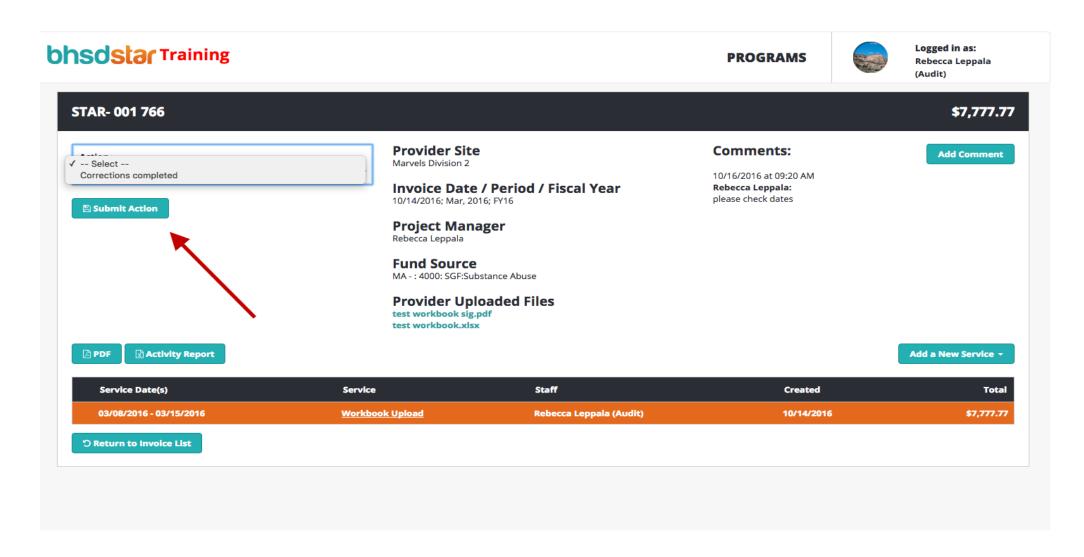
Click on the highlighted service Item – often 'Workbook Upload' or 'Invoice Upload



Make corrections as Indicated in comments and click "Save" button at bottom of screen



Select 'Corrections Completed' in drop down Action menu and then click teal 'Submit Action' button



Under Pending Invoices, you can now see the invoice – the green 'Thumbs Up' sign indicates you have successfully submitted your corrections

