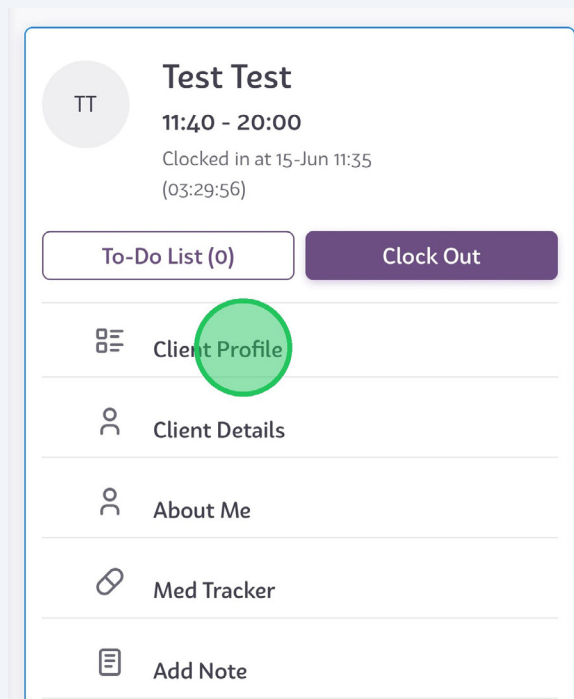
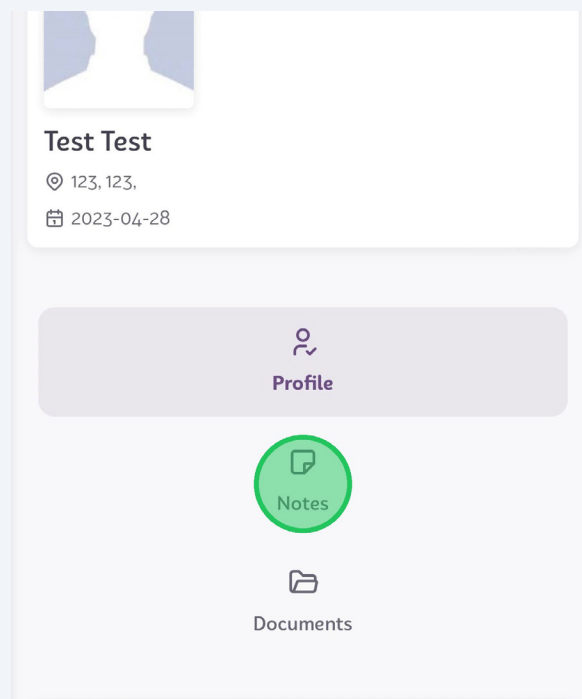


1 When clocked into a visit, click the "More Actions" drop-down:

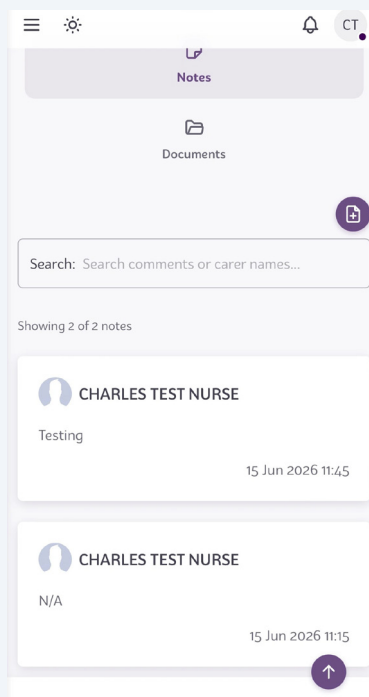
2 Click "Client Profile" from the drop-down list:



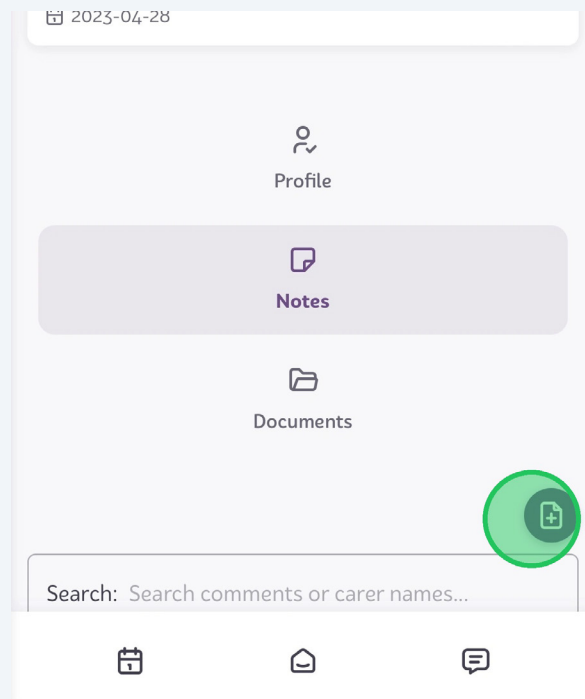
3 From the profile, click "Notes":



4 Scroll down to see all previous Care Record notes:



5 To add a new note, click the "+" page icon:



6

Add the care note in the text box:

Add Note:



Notes...



Mark as important

Add Notes

7

If your note needs to be highlighted as important i.e. an incident, click to toggle on "Mark as important":

Add Note:



Notes...

Testing



Mark as important

Add Notes

8

Click "Add Notes":

Add Note:



Notes...

Testing



Mark as important

Add Notes