

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

Today's Schedule



Test Test

11:40 - 20:00

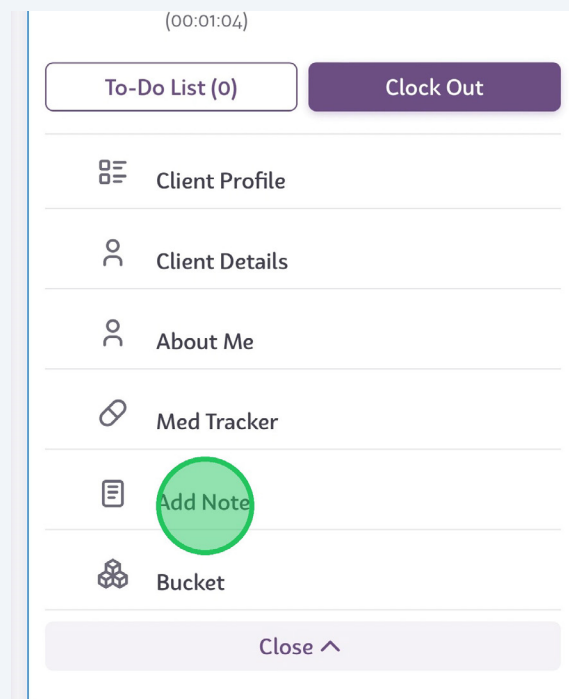
Clocked in at 15-Jun 11:35
(00:00:51)

To-Do List (0)

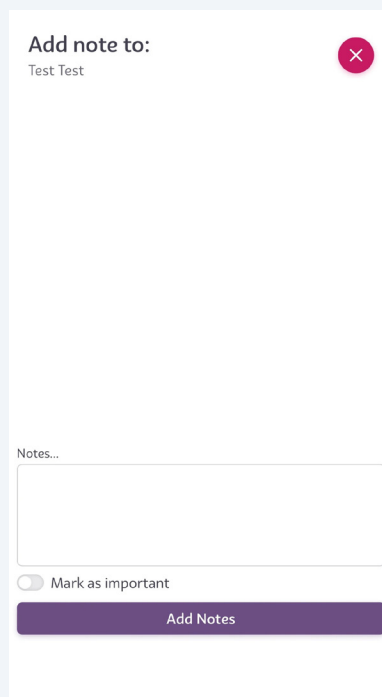
Clock Out

More Actions 

2 Click "Add Note":



3 There will be a pop-up confirming which relevant service user the note will be added to:



4

Add the hourly care record note in the text box:

Notes...



Mark as important

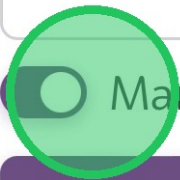
Add Notes

5

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

Notes...

Testing



Mark as important

Add Notes

6

Click "Add Notes":

Notes...

Testing

☐ Mark as important

Add Notes



A confirmation message will confirm the note is added successfully.



Success

Note added successfully

Close



Bucket