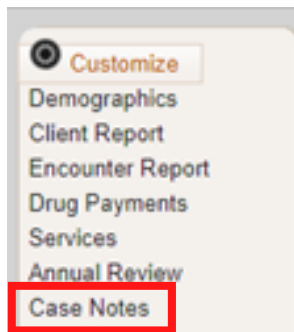
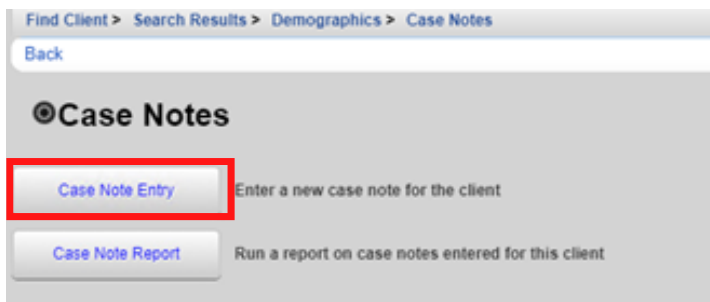


HOW TO ADD CASE NOTES

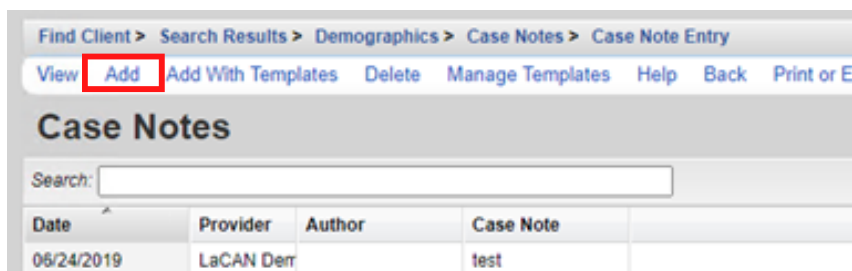
01 Select **Case Notes** from the main menu.



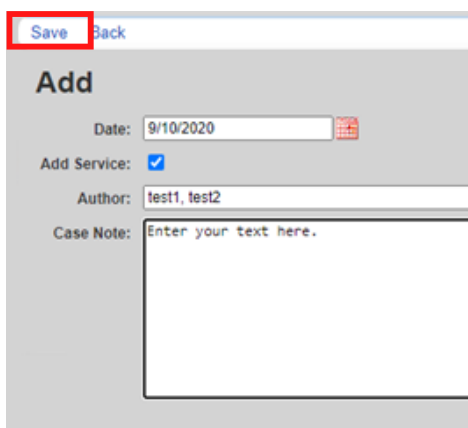
02 Select **Case Note Entry**.



03 Select **Add**.



04 Enter the Case Note date, Author, and case note text and click **Save**.

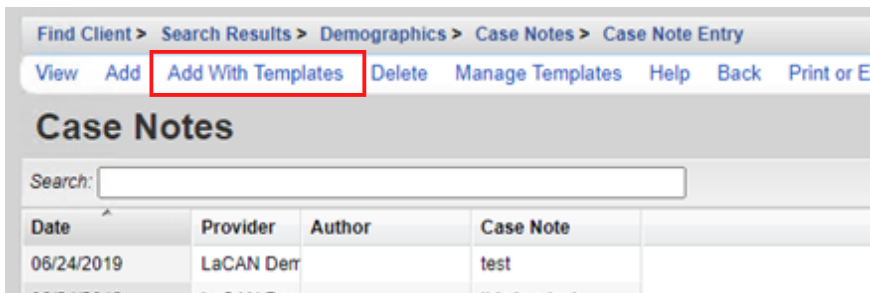


Note: If you want to add a service associated with the note, select **Add Service**.

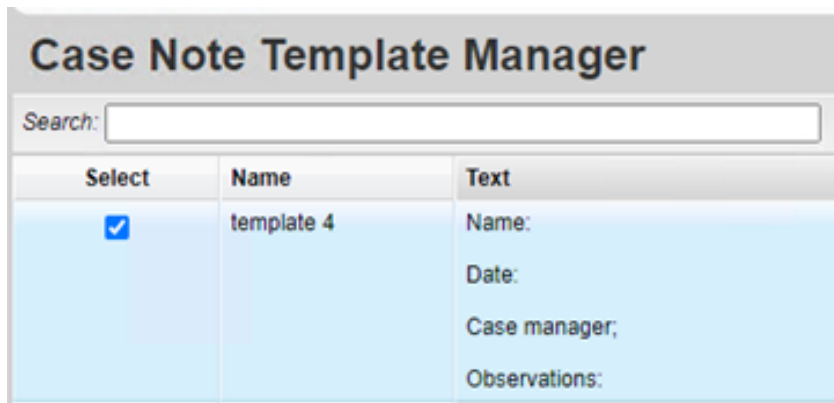
HOW TO ADD CASE NOTES

CASE NOTES TEMPLATE

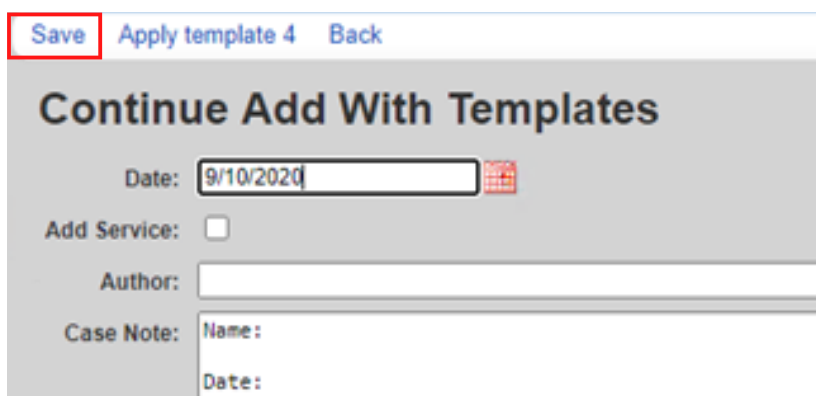
01 Click **Add With Templates**.



02 Check the box next to the template you would like to use and click **Continue Add With Templates**.



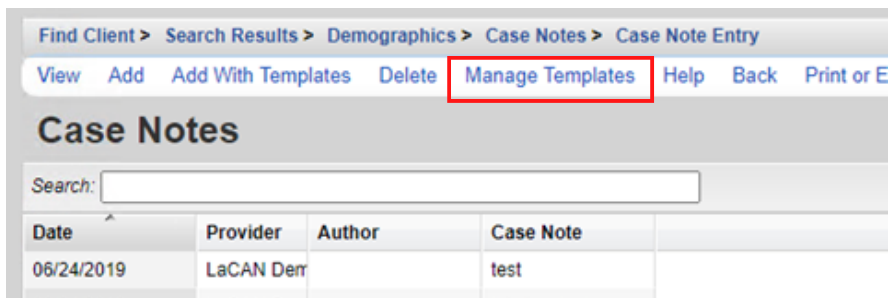
03 Enter the Date of the Service, Author, and complete the Case Note in the format you have selected and click **Save**.



HOW TO ADD CASE NOTES

ADDING A NEW TEMPLATE

01 Click **Manage Templates**.



02 Click **Add**.



03 Create a name for your Template, type out template format you would like to use and click **Save**.

