
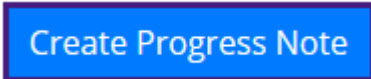
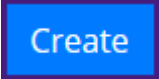



Create Progress Notes

Step	Action
1.	Click the Progress Notes link. 
2.	Click the Create Progress Note button. 
3.	Enter relevant performance information. <i>NOTE: Progress Notes may remain private or shared between a supervisor and employee only. Click the "Share this Progress Note" to share.</i>
4.	<i>NOTE: Use the Attachments button located on the bottom left side of the pop-up-box to attach relevant documents.</i> Click the Create button. 
5.	A private Progress Note was created.
6.	Click the Log Out link. 
7.	This completes <i>Create Progress Notes</i> . End of Procedure.