Getting Started

- Start at the Human Resources home paa33263.72hS3.7 1

AddingProgress Notes for Employee

Individual Reviews Progress Notes

- Select My Employees' Reviews on the left hand side of the page.

- Select the Individual Employee review.   Click Progress Notes on the sidebar, then click Create Progress Note

The Dashboard Progress Notes:

- Select Progress Notes on the toolbar. Click Create Progress Note.
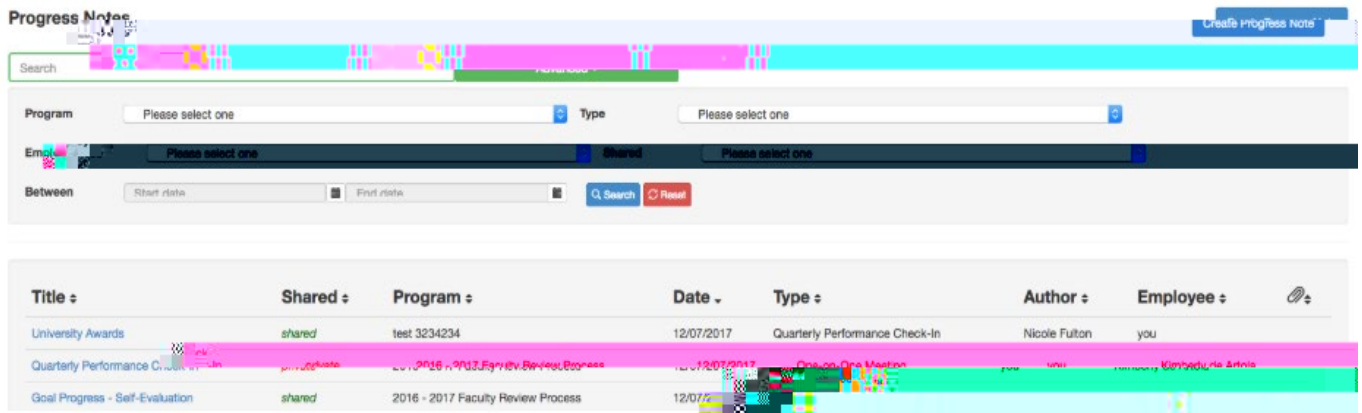
The following popup will appear:

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Viewing and Editing Progress Notes

- Select Progress Notes on the toolbar to see a dashboard with all notes. Click Advanced to filter your notes by Program, Employee, Type, or Date Range. You can sort your search by any column.
- To view a progress note, click the title. The progress note will appear as a popup, and you will be able to Delete or Edit.