

Schedule Notes contain specific information about a visit. If a note exists, the note should be viewed before the visit. Notes may be viewed on the Calendar, Today screen, and Time Entry screen.

Scheduling Notes

Schedule Notes are added on the Calendar. They may be viewed by tapping the visit before the visit is started or the **Day** or **Today** screen on the Calendar. Once **Start Visit** has been tapped, the Notes may also be viewed on the **Time Entry** screen. The note may only be edited before the visit is started.

➤ Viewing Schedule Notes on the Calendar

STEP 1: Open Calendar.



STEP 2: Tap **Day**.

- Any Schedule Notes will appear on this screen.



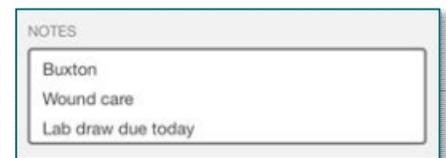
➤ Adding Schedule Notes on the Calendar

STEP 1: Open the patient **Calendar**.

STEP 2: Tap the visit.

STEP 3: Scroll to the end of the page.

STEP 4: Add or edit in the **NOTES** box.

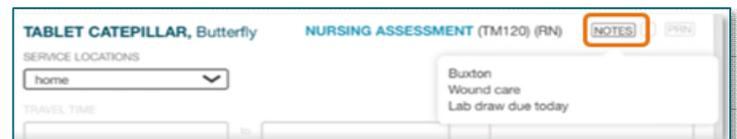


➤ View Scheduling Note on the Time Entry screen

STEP 1: Tap the **Menu** icon in the top left, then tap **Time Entry**.

STEP 2: Tap the visit in the left column.

STEP 3: Tap **Notes** in the top right.



➤ View Scheduling Note on the Today screen

STEP 1: The word **Notes** will appear in the **Staff Information** box if there is a Schedule Note.

STEP 2: Tap **Notes** to view the Schedule Note.

STEP 3: This is view only. The **Note** can only be edited on the Calendar.

