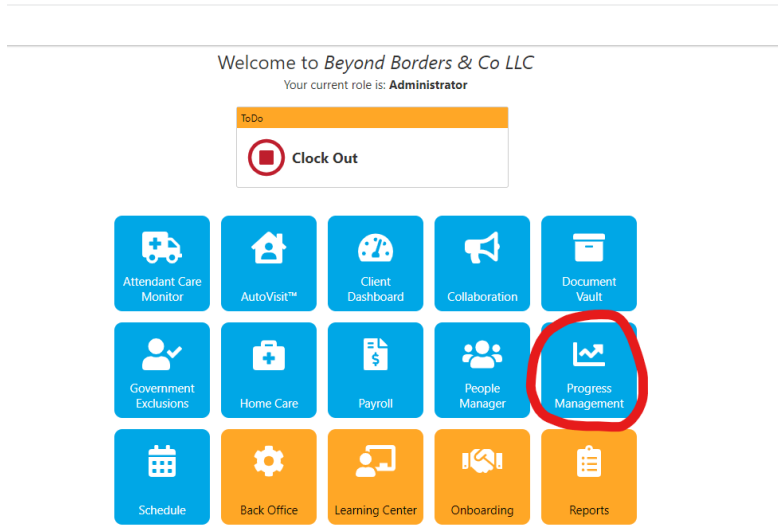


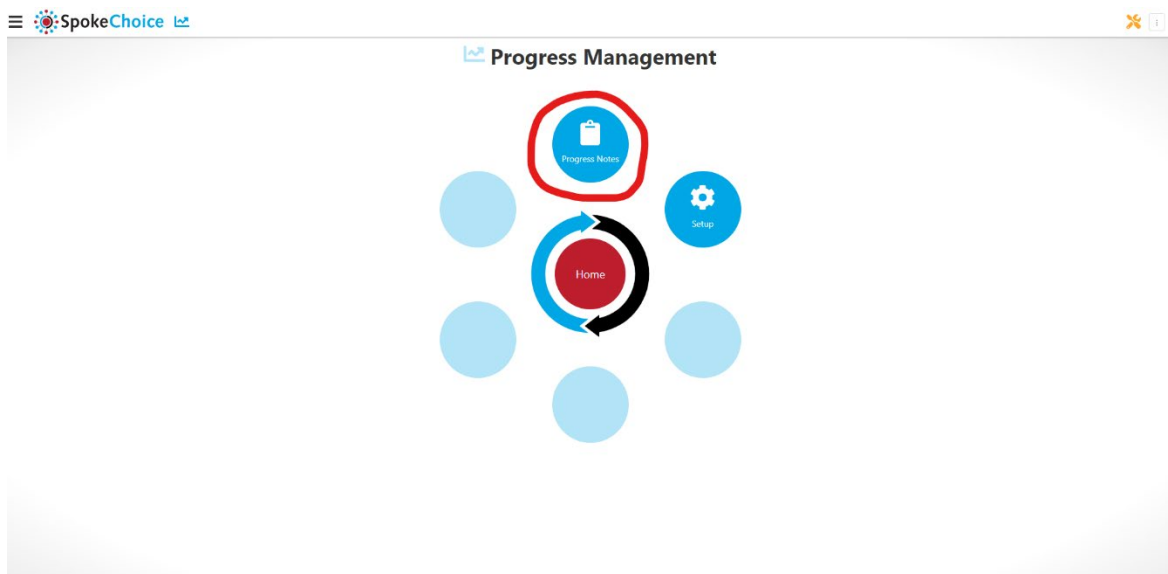
# How to edit your Progress Notes

**\*\*Please note that steps 4-5 will need to be repeated for every HAH and/or ATC shift.\*\***

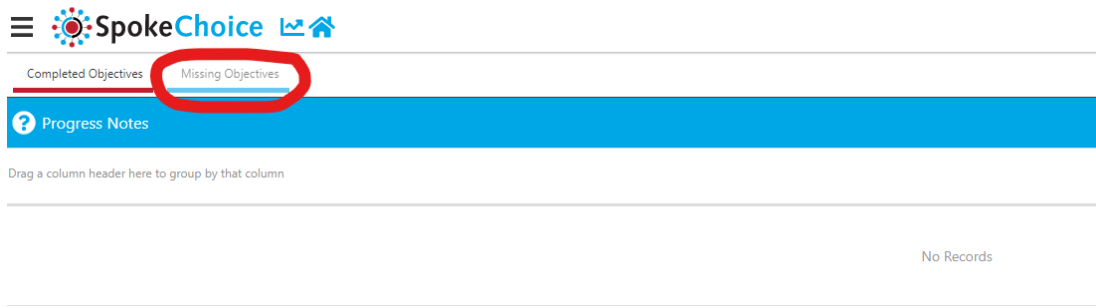
## Step 1: Log in and navigate to Progress Management



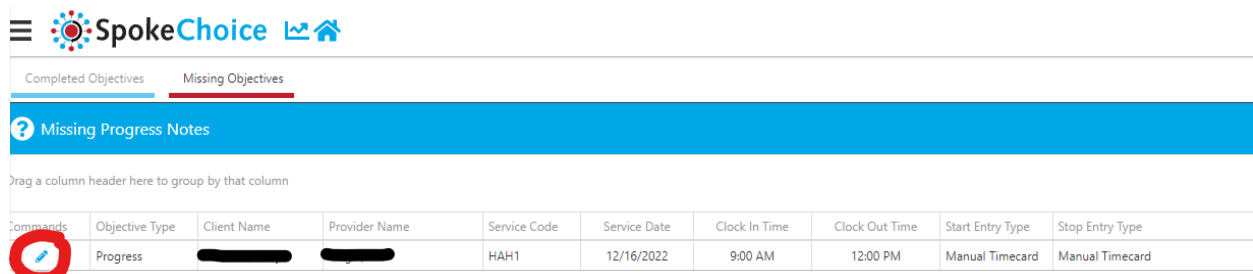
## Step 2: Navigate to Progress Notes



### Step 3: Navigate to Missing Objectives



### Step 4: Select the "Pencil" icon for the date you would like to edit.



### Step 5: Enter in notes to the "Comments" section for each goal that was worked on for that day, once all appropriate comments have been entered select "Sign & Save".

