

## VIEWING MULTIPLE NOTES AT ONE TIME

In some cases you might want to view multiple notes at one time so that you can read the DAP notes, etc. without having to review each note separately. To do this:

1. Once you are at the client's Notes Module, click on the Print Notes yellow hyperlink. This is located at the top right of your screen.
2. Put in the date you want to review
  - a. If you want to view all the notes you do not put in any dates at all.
  - b. If you only want to view the notes for one day, just put that date in.
  - c. If you want to put in multiple dates use the following format (5/1/2009:5/31/2009), Entering in the dates like that will give you all the notes for the Month of May 2009, providing that there are any.
3. Click on Go
4. Now you will have a list of Notes that you can scroll down and read all the information. You can also sort the notes by any of the heading columns.
5. You can print these if you want to by using the Print Report button.