## **Topic:** Viewing past notes

Issue: You would like to review information on your previous notes

## Solution:

1.) On the main screen click the "MORE" button in the My Clinical Notes pane

My HC Schedules		My Workflow Tasks	\$
		Overdue Tasks 0 Overdue T	asks <sub>0</sub>
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My Messages	All Unread Messages 👻	My Clinical Notes	Add Direct Note
		NPLH, NPLH (NPLH), 5 yrs, Male; EVV (EVV ); 09/26, NO PLACE LIKE HOME (001); 03/01/2019	2023; 12:00 PM; Completed
		NPLH, NPLH (NPLH), 5 yrs, Male; MAR ONLY (MAR );0 NO PLACE LIKE HOME (001); 03/01/2019	9/20/2023; 09:00 AM; Comp
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2.) The next screen will list the last 30 days of your notes.

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4						
	Legends 🕢 Drug Alerts	ľ	Add Note Change Note Sign	Re-Open Inactivat	te View & Print Vi	iew & Print All Refresh PDF

3.) In this list you will see the dates of your shifts as well as the actual clock in/out times.

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This column shows the <u>scheduled</u> start time			This column time a If any of th	This column shows your <u>actual</u> clock in/out time and is how you will be paid. If any of this is wrong, <u>you</u> must notify us!				

4.) To return to the main screen: in the upper left click the white house in the blue bar.

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