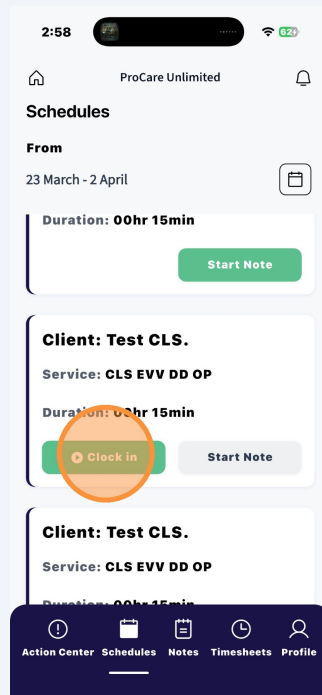
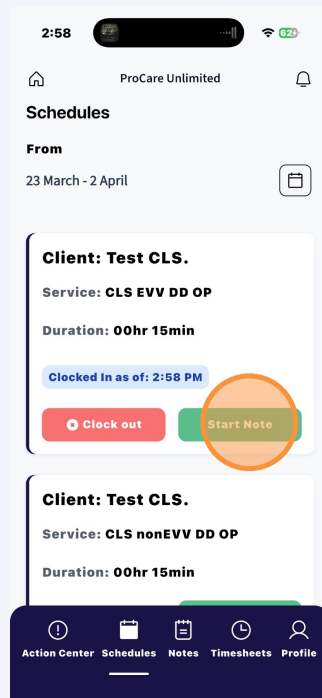


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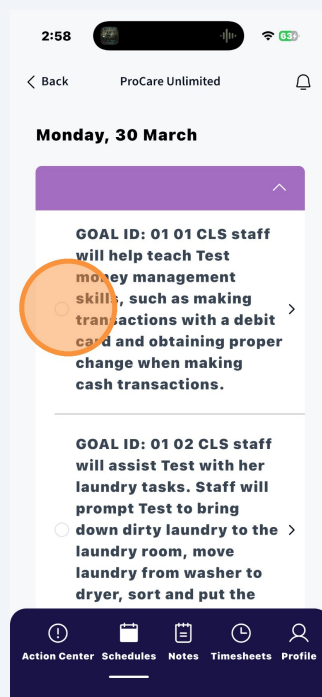
- 1 Find the shift you want to clock in for, click "clock in"



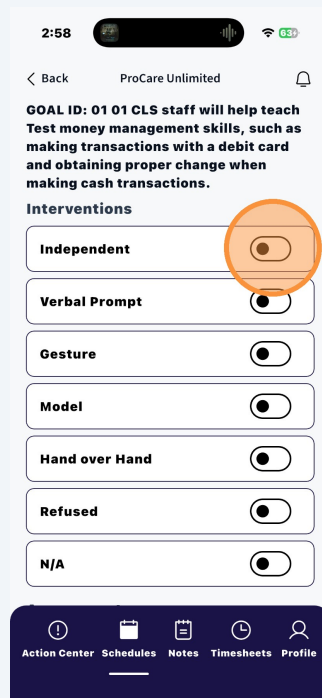
2 To start your note after you have clocked in, click "start note"



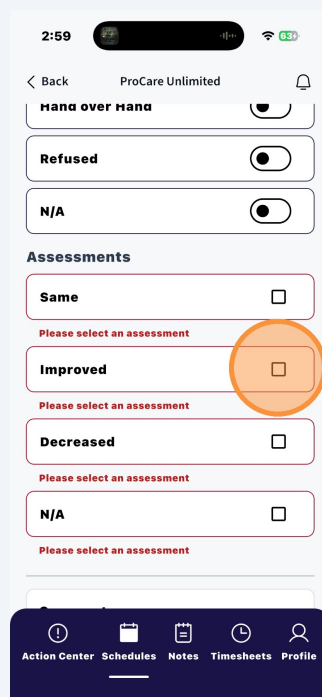
3 Select the first goal by clicking the circle next to the goal.



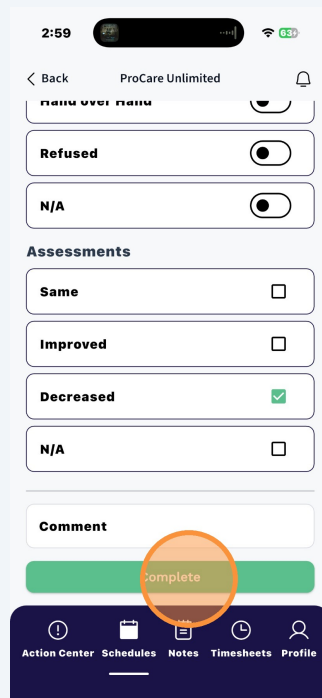
4 For each goal, you will need to select an Intervention, here we chose independent.



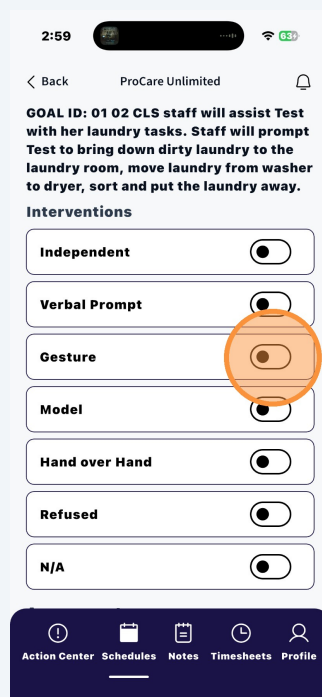
5 Each goal will also need an Assessment, here we chose Improved.



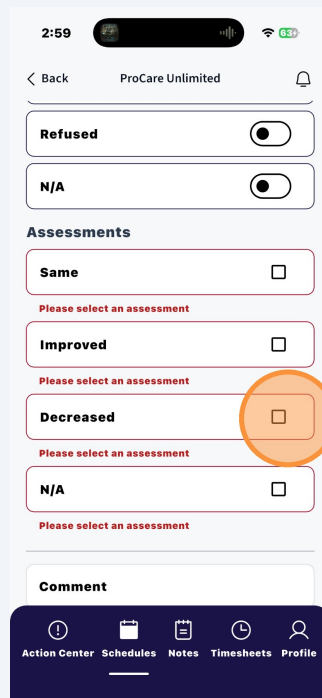
6 Once the goal is complete, click "complete". This will take you to goal number 2.



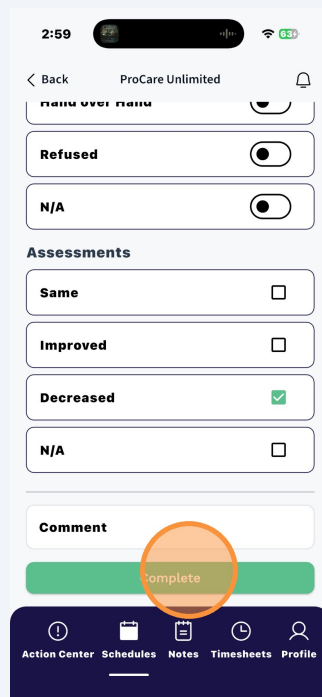
7 Complete the Assessment for goal number 2, here we selected gesture



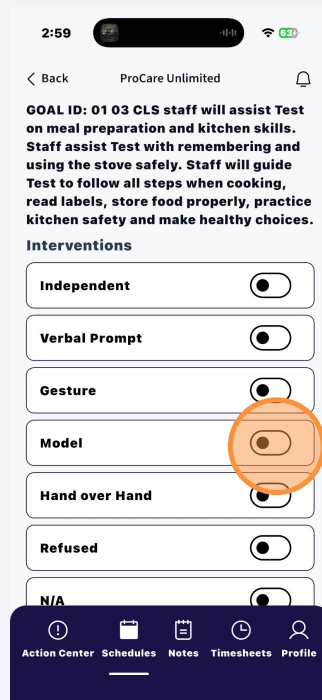
8 Select your assessment for goal number 2, here we selected "decreased"



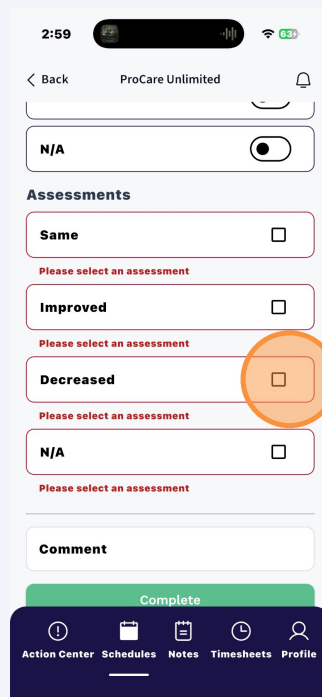
9 Click complete, this will take you to goal number 3



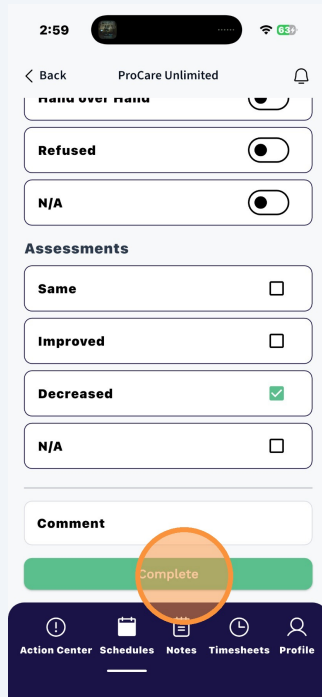
10 Chose your Intervention for goal 3, here we chose Model



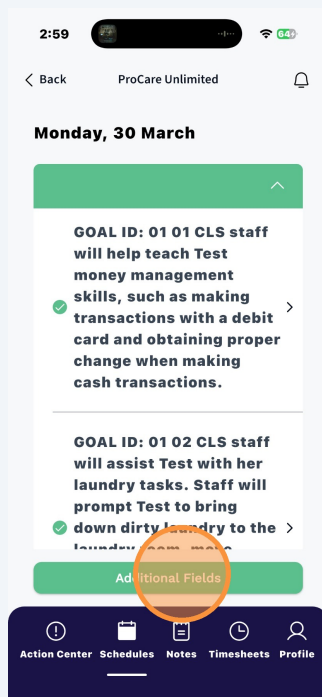
11 Select your assessment for goal 3, here we chose Decreased.



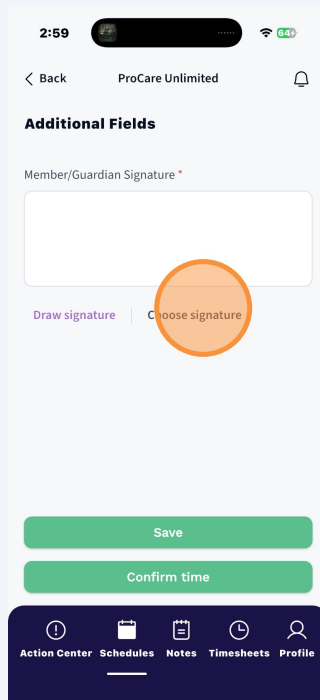
12 Click complete



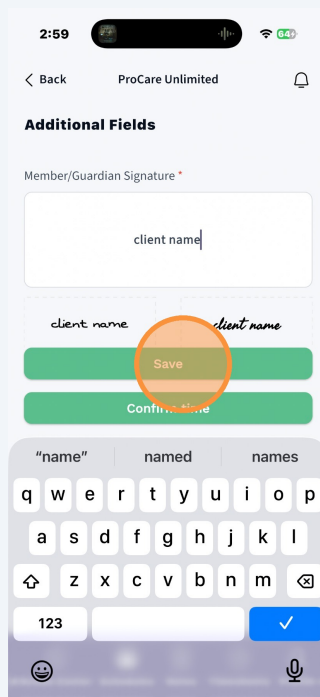
13 Click "additional fields"



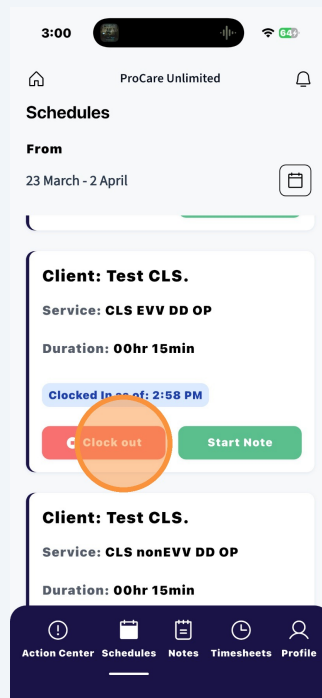
14 The Client/Guardian will select "chose signature"



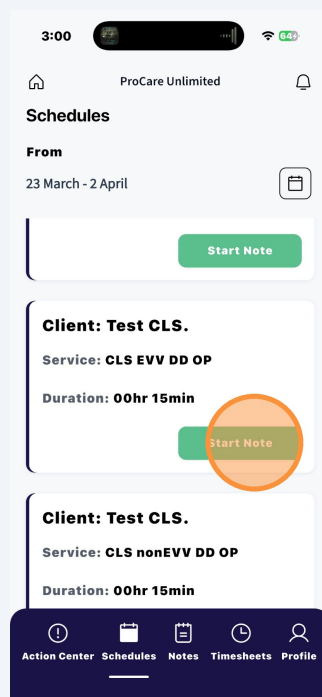
15 The client/guardian will type in their name here and click "save". If you have not already clocked out, please click save and navigate back to the scheduling tab.



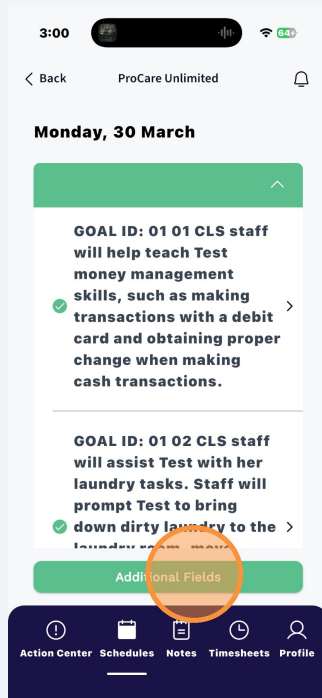
16 When it is time to clock out, come back to the scheduling tab and click "clock out"



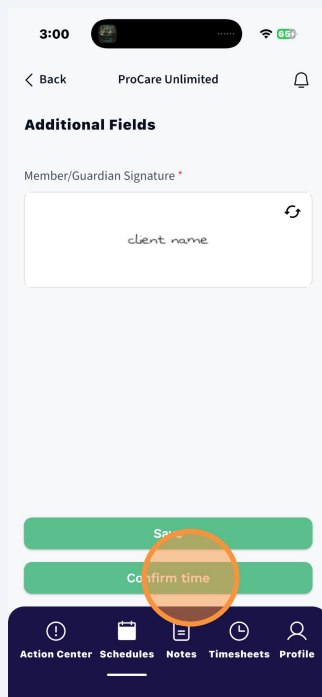
17 To finish signing your note, click "start note" again.



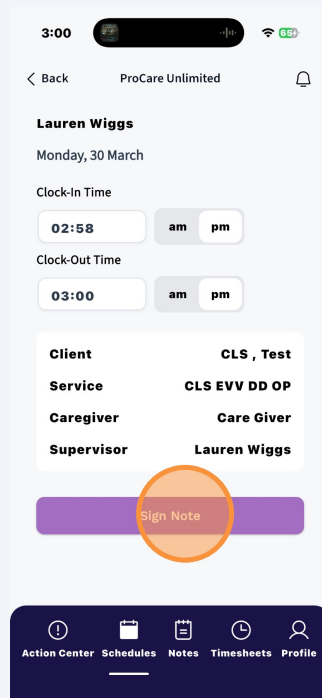
18 Click "additional fields"



19 Click "confirm time"



20 Ensure your time in and time out are correct and click "sign note"



21 Type in your OnTarget password and click "confirm"

