Create Progress Notes

Step	Action
1.	Click the **Progress Notes** link. **Progress Notes**
2.	Click the **Create Progress Note** button. **Create Progress Note**
3.	Enter relevant performance information. *NOTE: Progress Notes may remain private or shared between a supervisor and employee only. Click the "Share this Progress Note" to share.*
4.	*NOTE: Use the Attachments button located on the bottom left side of the pop-up-box to attach relevant documents.* Click the **Create** button. **Create**
5.	A private **Progress Note** was created.
6.	Click the **Log Out** link. **Log Out**
7.	This completes *Create Progress Notes*. **End of Procedure.**