1-15-13 CONNECTIONS Clue: "Missing" Progress Notes

*Help!  My old progress notes are missing!*

*"I need to look back at progress notes that were recorded a while ago in my open stage – but they're not there!"*

Only about 200 progress notes display at a time in the Progress Note window of CONNECTIONS. When you want to view notes in an open stage older than those displayed, you'll need to search by a specified date range to locate the older notes.

To select the date range for your search, click into the checkbox in the From Event Date field, and then use the drop-down calendar to select the desired "from" date. Repeat for the To Event Date field.  Click the Search button to display a list of progress notes between the selected dates.

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*NAVIGATION HINT- Click on the name of the month to display a list of month names and/or click on the year to display up and down buttons that let you quickly scroll forward or back to other months/years!*

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