

There are times when it may be convenient to write a Case Note as you are working on something else, such as an Incident Report or an ISP. It is possible to do so with Brittco.

Simultaneous Case Notes

While working in another module such as *Incidents,* click on the icon in the upper right that looks like a little clock.

Time of Incident: Incident: Incident Incident Trainer, Hanneh Time Discovered By: Tariner, Hanneh Time Discovered 04:21:47 PM	Care Note	The <i>Incidents</i> interface will turn gray, and a Case Notes panel will open on the right.	Case Note Training, Esteban × ✓ Trme In • 09:00 AM Time Out • 09:13 AM Activity / Service Early Intervention • Location Eastgate • Notes Loren ipsum. Attachments Choose file Browse Filing Serv •	nplete your Case Note, then <i>Save</i> .
Save will open another blank Case Note, Save and Continue will save your current note without closing it.		Die Save and Continue	When finished, <i>Clos</i> return to the origin module.	The second secon

Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.