

Add phrases to reuse when doing case notes.

Common Phrases	
Open Settings > Edit Settings > Common Phrases > Add Phrase	Add the words, phrases, sentences that you want to save as a <i>Common Phrase</i> . Notice that spell check is active.
Leave the Client field blank if this Phrase is applicable to all clients.	Or choose a Client if the Phrase is unique to a particular person. New Common Phrase Phrase Weekly visit with Sam watching reruns of Twin Peaks. Client Training, Sam × V Leave blank if phrase applies to all clients.
To utilize a Phrase when writing a case note, click on the icon at the upper right corner of the <i>Notes</i> field.	Simply click on the Phrase you wish to insert.
The Phrase is automatically entered in the <i>Notes</i> field. Notes field.	A Brittco Administrator is able to add <i>Global Common</i> <i>Phrases</i> available to all staff. Global Common Phrases Set up common phrases for all of your staff to choose from. Stark County Board of Developmental Disabilities

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