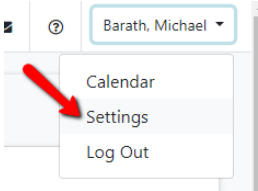

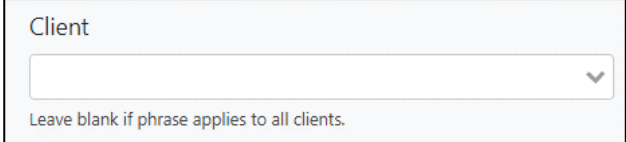
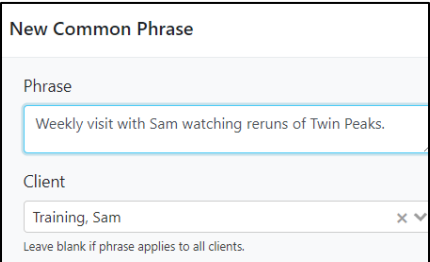
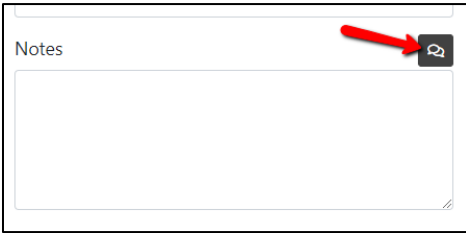
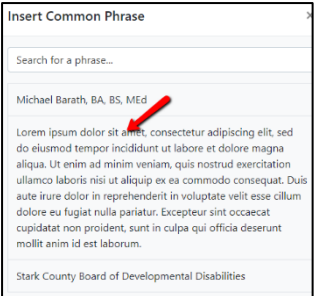
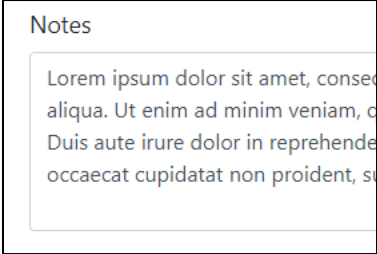
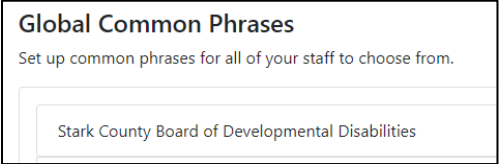




Brittco Common Phrases

Add phrases to reuse when doing case notes.

Common Phrases	
<p>Open <i>Settings</i> > <i>Edit Settings</i> > <i>Common Phrases</i> > <i>Add Phrase</i></p> 	<p>Add the words, phrases, sentences that you want to save as a <i>Common Phrase</i>. Notice that spell check is active.</p> 
<p>Leave the Client field blank if this Phrase is applicable to all clients.</p> 	<p>Or choose a Client if the Phrase is unique to a particular person.</p> 
<p>To utilize a Phrase when writing a case note, click on the icon at the upper right corner of the <i>Notes</i> field.</p> 	<p>Simply click on the Phrase you wish to insert.</p> 
<p>The Phrase is automatically entered in the <i>Notes</i> field.</p> 	<p>A Brittco Administrator is able to add <i>Global Common Phrases</i> available to all staff.</p> 

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