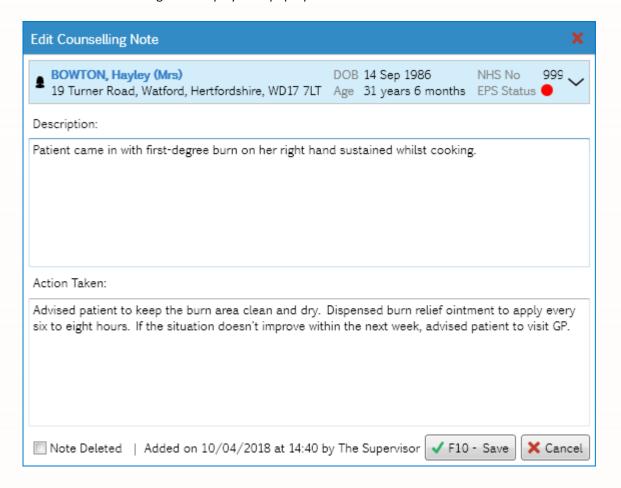


Editing a Counselling Note

- 1. From the Counselling Notes Manager, highlight the counselling note you want to edit.
- 2. Press [F2 Edit Selected Note].
- 3. The Edit Counselling Note displays in a pop-up window.



4. Edit all fields as required and press [F10 - Save].

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	17 October 2019		Joanne Hibbert-Gorst

Contact us

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