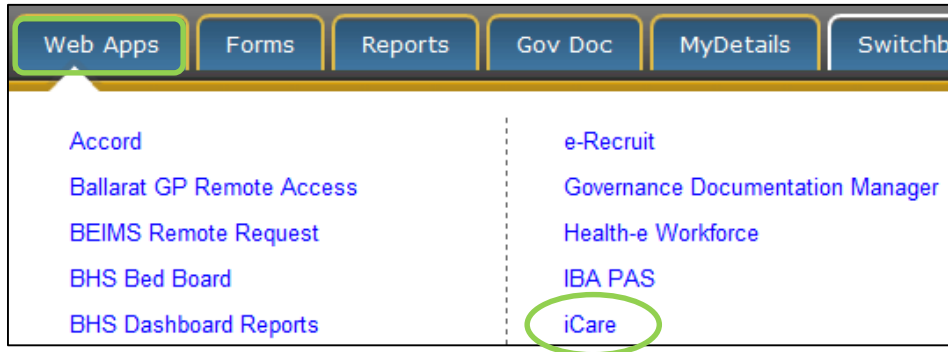


Logging in to iCare

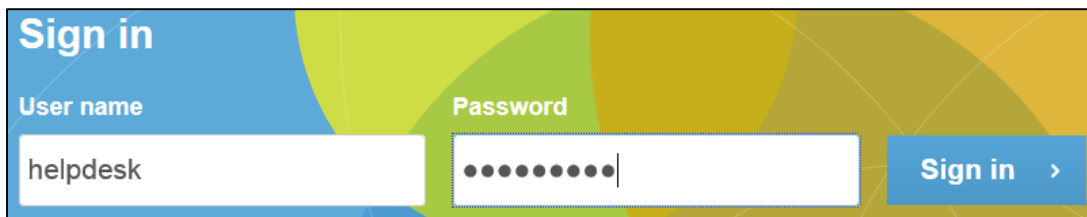
1. Select the **Internet Explorer** icon on your desktop



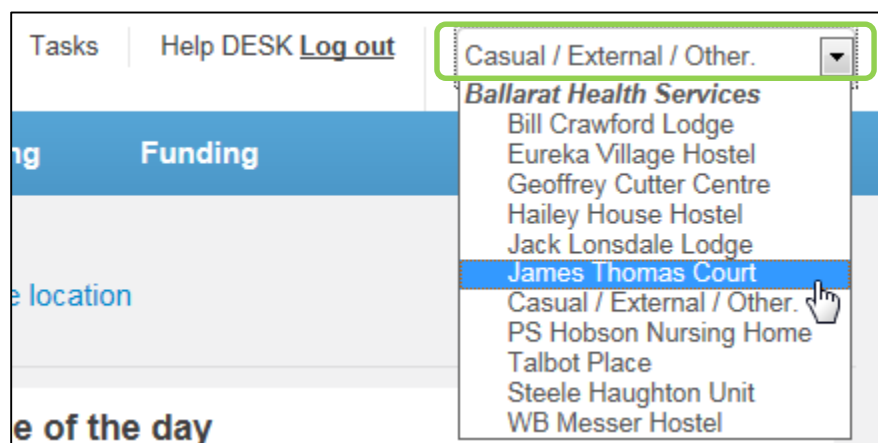
2. Select **iCare** from the **Web Apps** drop down list on the intranet



3. Enter the log in details provided by your manager in the top left hand corner and select **Sign in**

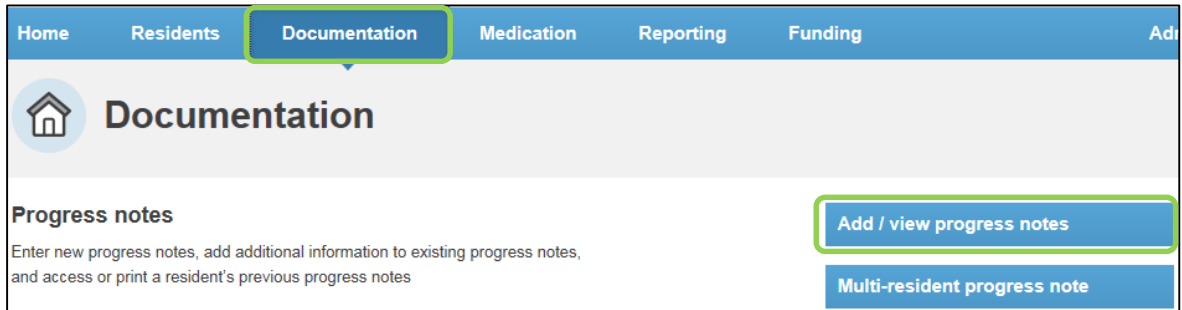


4. To select the facility you are working at select **Casual/External/Other** in the top left hand corner and select the appropriate facility from the drop down list



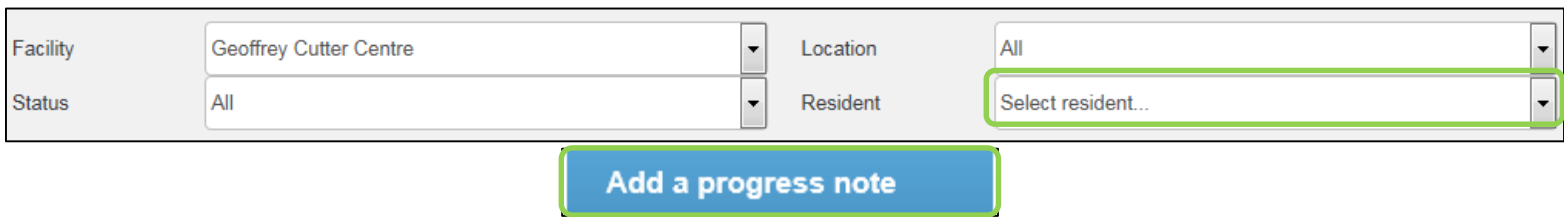
Creating a Progress Note in iCare

1. Select **Documentation** then **Add/view progress notes** from the menu



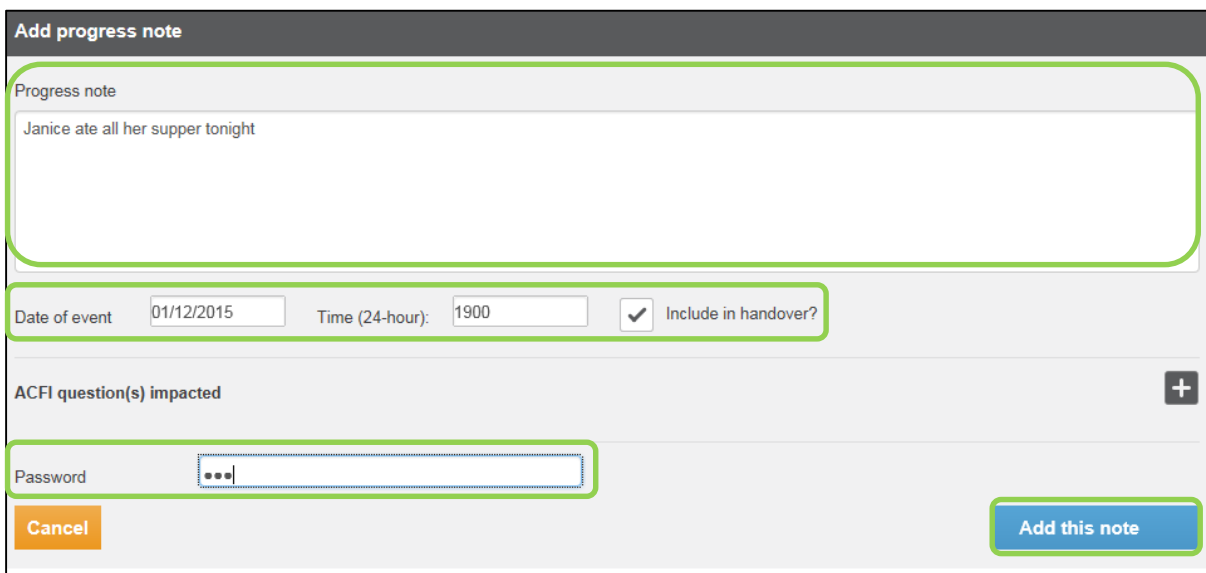
The screenshot shows the iCare navigation bar with 'Documentation' highlighted. Below the navigation bar, the 'Documentation' section is visible, featuring a 'Progress notes' heading and a description: 'Enter new progress notes, add additional information to existing progress notes, and access or print a resident's previous progress notes'. Two buttons are present: 'Add / view progress notes' and 'Multi-resident progress note'.

2. Select the appropriate resident from the **Resident** drop down list
3. Select the **Add a progress note**



The screenshot shows the filter and add note form. The 'Resident' dropdown menu is highlighted with a green box. Below the filters is a blue button labeled 'Add a progress note'.

4. Enter your notes in the **Progress note** field making sure to include the time of the event. Enter your iCare password in the **Password** field and then select **Add this note**



The screenshot shows the 'Add progress note' form. The 'Progress note' text area contains the text 'Janice ate all her supper tonight'. The 'Date of event' is set to '01/12/2015' and 'Time (24-hour)' is set to '1900'. The 'Include in handover?' checkbox is checked. The 'ACFI question(s) impacted' field is empty. The 'Password' field is highlighted with a green box. At the bottom, there are 'Cancel' and 'Add this note' buttons.

5. The note will display the time your actually entered the note as well as the time of the event



The screenshot shows the displayed progress note. The note text is 'Janice ate all her supper tonight'. The author information is 'Bev Adams (RN) wrote on 01 Dec 2015 20:57 ...'. The time of the event is displayed as '01 Dec 2015 19:00'. A 'Strikethrough' link is visible below the note text.