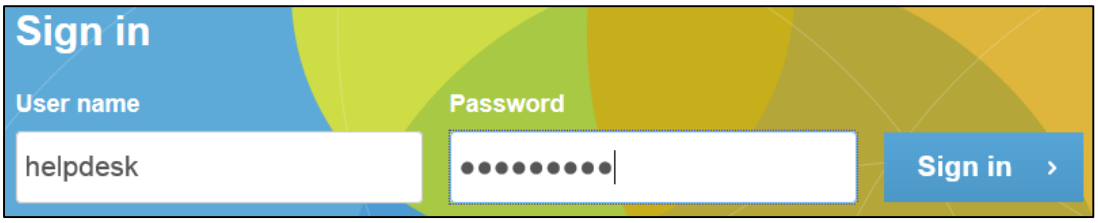
Author: Bev Adams **Date:** 20 January 2015
Title: iCare Basics
Purpose: This document is to instruct BHS casual bank employees on the basic use of iCare.

Logging in to iCare

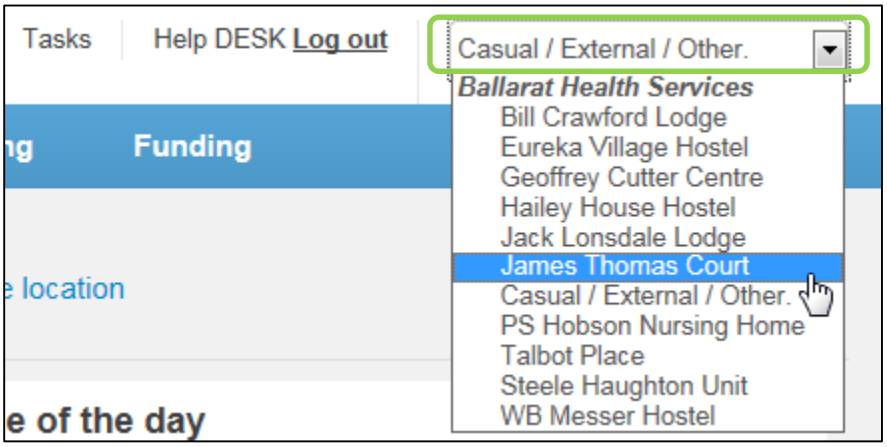
1. Select the **Internet Explorer** icon on your desktop

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



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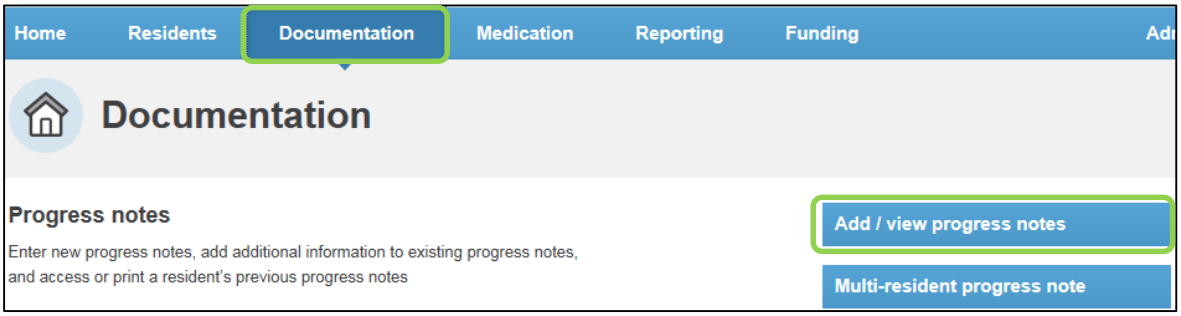
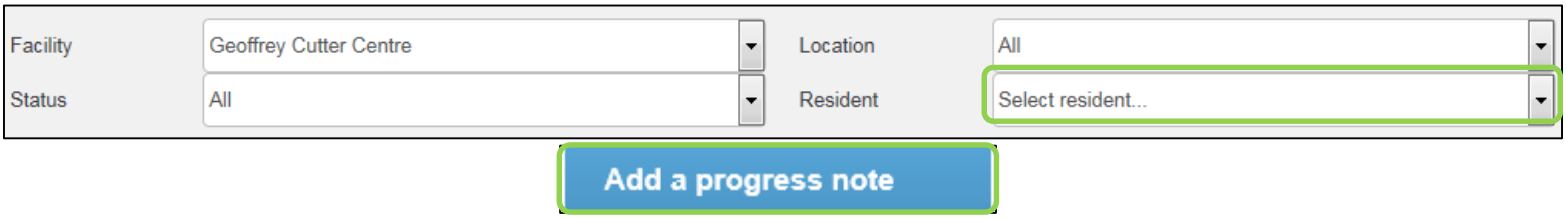
Creating a Progress Note in iCare

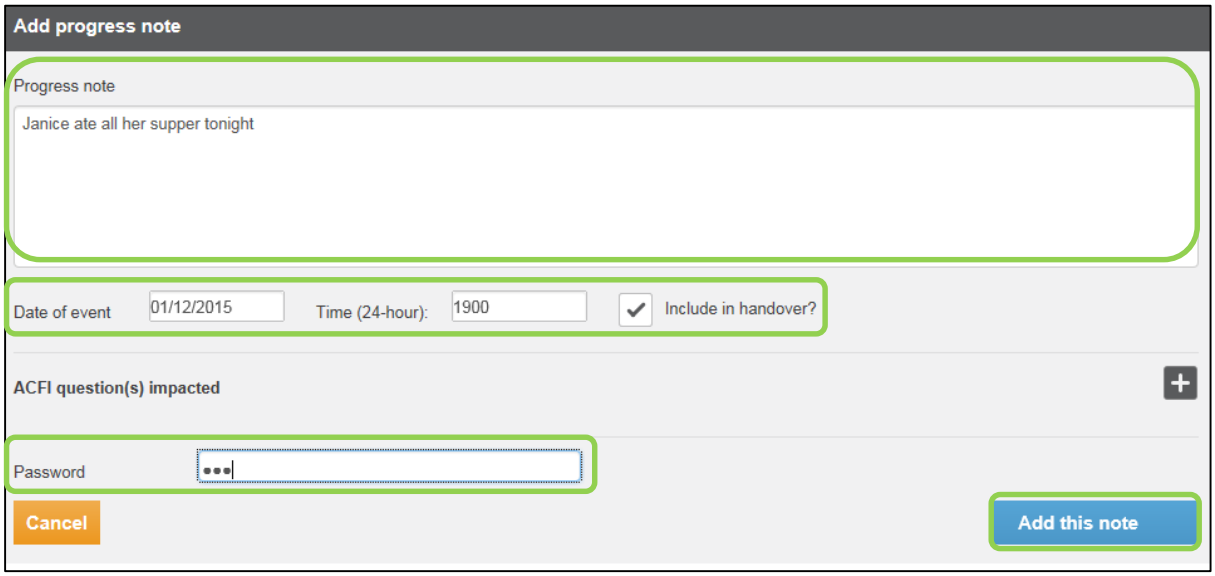
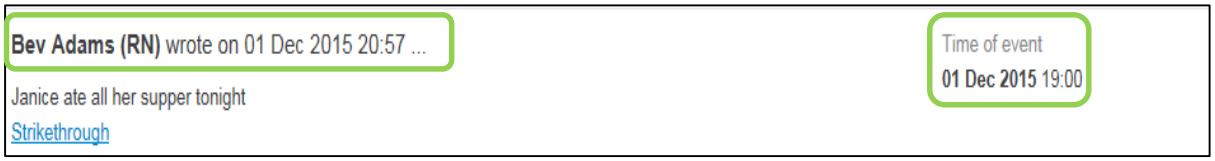
1. Select **Documentation** then **Add/view progress notes** from the menu



2. Select the appropriate resident from the **Resident** drop down list
3. Select the **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**



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