

## End User Guide

System Overview To begin Using Records, first log in using the credentials provided to you by your organization.



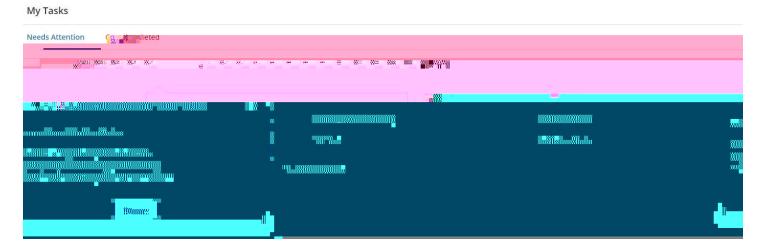




This page also includes a Completed tab for your reference. Keep in mind that tasks may not show up on your Completed tab immediately if they require a review or signature by other staff in your organization.

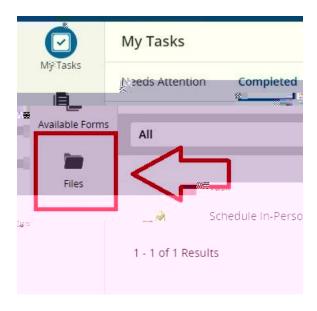


Use the search field to quickly locate a task in your task list.





## **Files**



## Files







## Supervisor Tools

As a Supervisor you will have access to view Staff who report directly to you. Your view of Records will include a Staff List when you click the Magnifying Glass