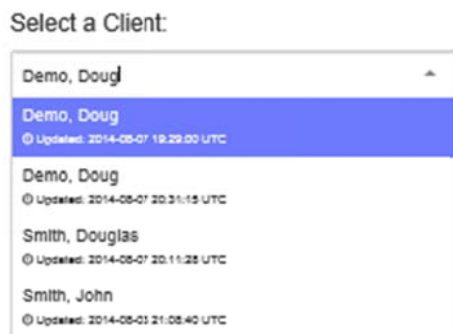


Running the Observations Template

The Observations template allows you to record observations of the client. To run this template:

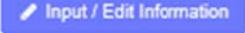
1. If you are not on the Home Page, click on the **Home** button in the navigation menu.
2. Select a client from the **Select a Client** dropdown list or click on **Add Client** to create a new client.



3. Select Observations from the **Select a Template** radio button list:

Select a Template:

- Observations
- Test Results
- Report

4. Click on the  button.
5. The Observations interview has several tabs arranged vertically on the left side of the page. You can click on any tab to go to it, or you can use the **Next** or **Back** buttons to progress through the interview one page at a time.
6. For tabs starting with the **Physical Strengths** tab, there are a series of checkboxes that allow you to record the observations. Some of the checkboxes (such as "Other") may prompt you for additional information.

Observations

Observations	Physical Strengths - Select all that apply
Client	<input type="checkbox"/> Normal body weight
Organization or Firm	<input checked="" type="checkbox"/> Clean
Physical Strengths	<input checked="" type="checkbox"/> Punctual
Physical Weaknesses	<input type="checkbox"/> Good eye contact
Attention etc. Strengths	<input type="checkbox"/> Readsbody language wellll
Attention etc. Weaknesses	<input type="checkbox"/> Responsive to Nonverbal cueing
Ideation/Maturity Strengths	<input type="checkbox"/> Normal gait - reasonably coordinated
Ideation/Maturity Weaknesses	<input checked="" type="checkbox"/> Other Strength
Receptive Language Strengths	Other Strength(s)
Receptive Language	<input type="text" value="Text for other Physical Streath can be entered in this text box."/>

7. After entering information on the various tabs, click on the **Save Data And Exit** button near the bottom of the screen.
8. Click on the **Assemble Document** button on the **Home Page**.
9. You can click on the link to open the document that was assembled. A message may appear near the bottom of your browser giving you the option to open or download the file. If you select to Open the file it will appear in your word processor (Microsoft Word, typically).
10. Click on the Explorer icon at the top right of the page to return to the default view. The **Favourite Folders** area should now be visible at the bottom left of the page.