

# Group Notes to Complete Widget

Guidance Included:

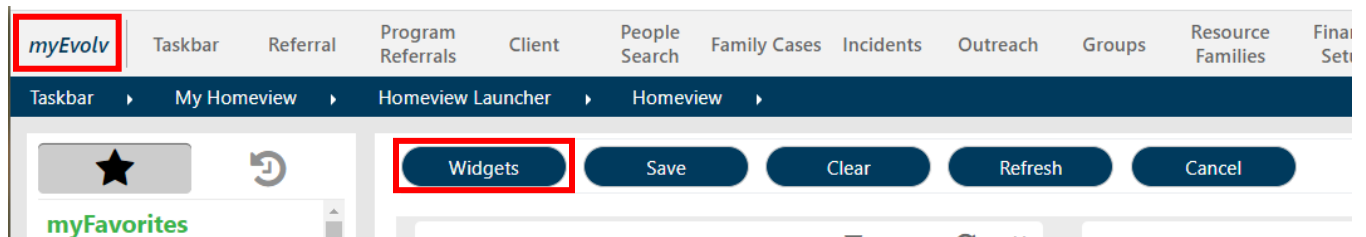
1. How to Add Group Notes to Complete Widget to Home Screen
2. How to Use Group Notes to Complete Widget to Complete Notes

## [Video Guidance](#)

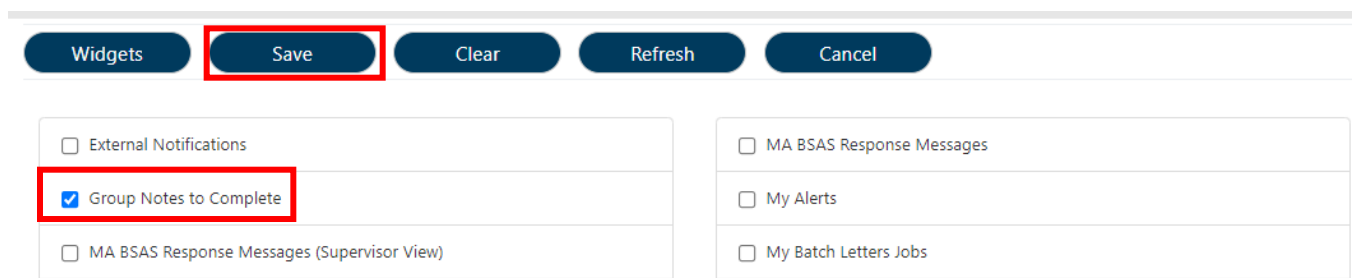
- Be sure you are signed in with a google account to view video.

## How to Add Group Notes to Complete Widget to Home Screen

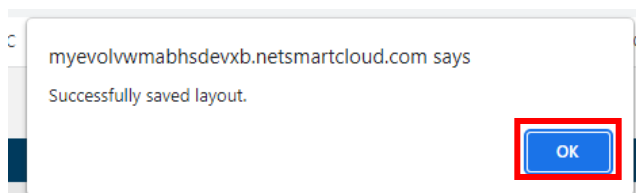
- Log into myEvolv
- Make sure you are on the home screen by clicking myEvolv in the upper left-hand corner
- Click the blue Widgets button to open the menu of available widgets



- Click the box next to Group Notes to Complete
- Click Save

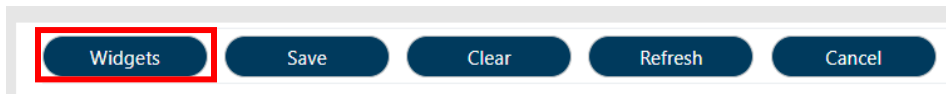


- Click OK

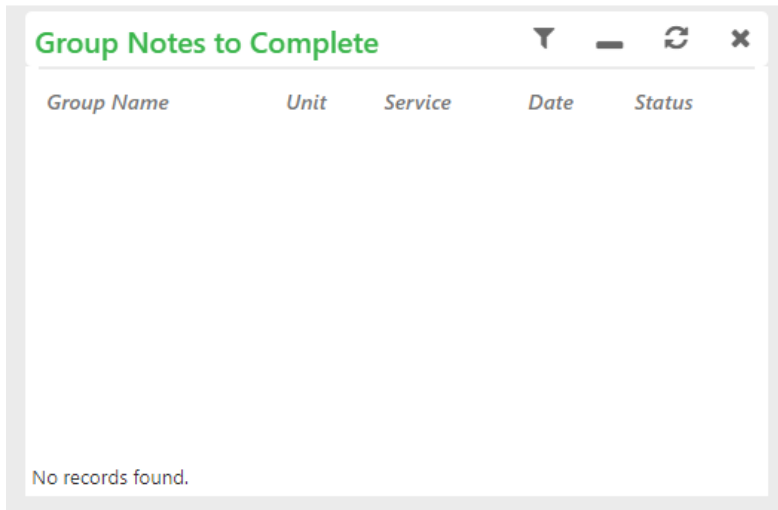


- Click the blue Widgets button to close the widgets menu

## Group Notes to Complete Widget



- Group Notes to Complete widget will now show on your home screen.
- Any unsigned group notes will show in this window.



## Group Notes to Complete Widget

### How to Use Group Notes to Complete Widget to Complete Notes

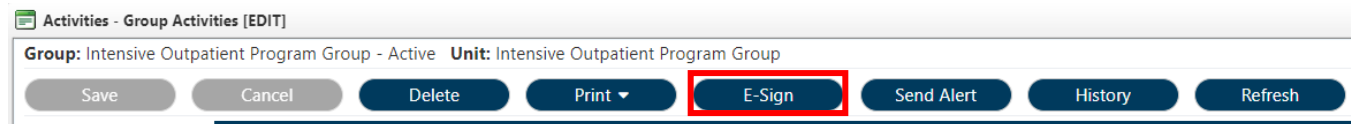
Group notes that are started but not completed/signed will appear listed in your Group Notes to Complete widget.

- Click the name of the service to open the group event.

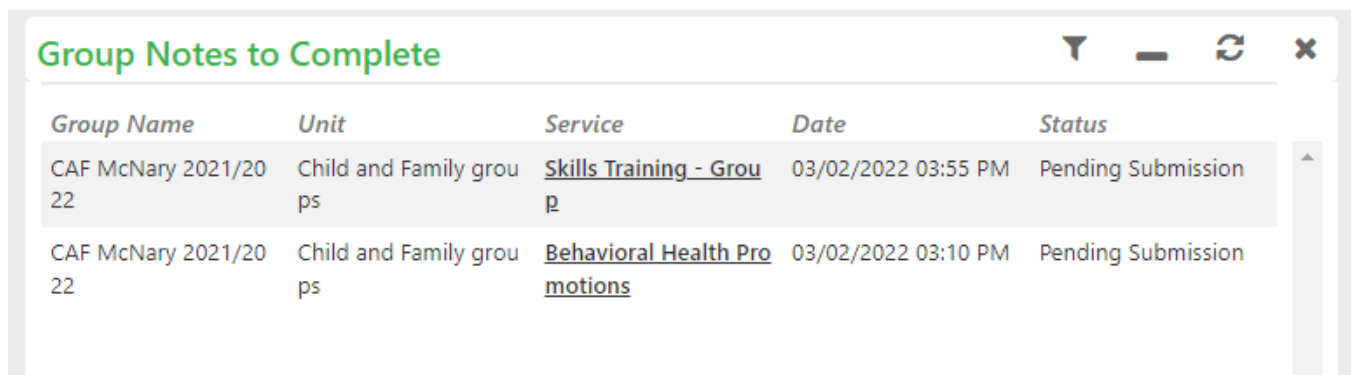


Group Name	Unit	Service	Date	Status
Intensive Outpatient Program Group - Active	Intensive Outpatient Program Group	<b>Group Counseling</b>	03/08/2022 01:30 PM	Pending Submission
CAF McNary 2021/2022	Child and Family groups	<u>Skills Training - Group</u>	03/02/2022 03:55 PM	Pending Submission
CAF McNary 2021/2022	Child and Family groups	<u>Behavioral Health Promotions</u>	03/02/2022 03:10 PM	Pending Submission

- Once note opens, you are able to make necessary edits or complete note
- Save any changes
- Click E-Sign to sign note



- Once signed, the note will fall off of your Group Notes to Complete widget



Group Name	Unit	Service	Date	Status
CAF McNary 2021/2022	Child and Family groups	<b>Skills Training - Group</b>	03/02/2022 03:55 PM	Pending Submission
CAF McNary 2021/2022	Child and Family groups	<u>Behavioral Health Promotions</u>	03/02/2022 03:10 PM	Pending Submission