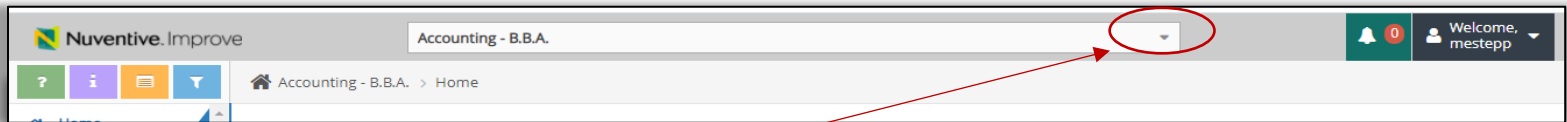


ENTERING A NEW RESULT/OBSERVATION INTO TRACDAT

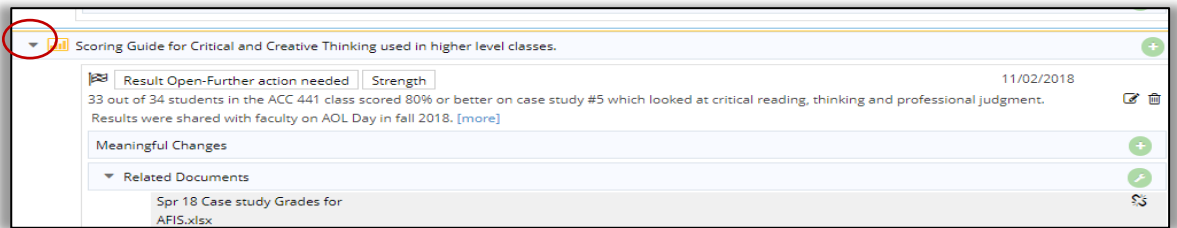


1. SELECT THE **REPORTING UNIT/PROGRAM** FOR WHICH YOU WOULD LIKE TO ENTER A NEW RESULT/OBSERVATION FROM THE DROP DOWN MENU.

2. AFTER YOU HAVE SELECTED THE REPORTING UNIT/PROGRAM THAT YOU WOULD LIKE TO ADD A RESULT TO, SELECT

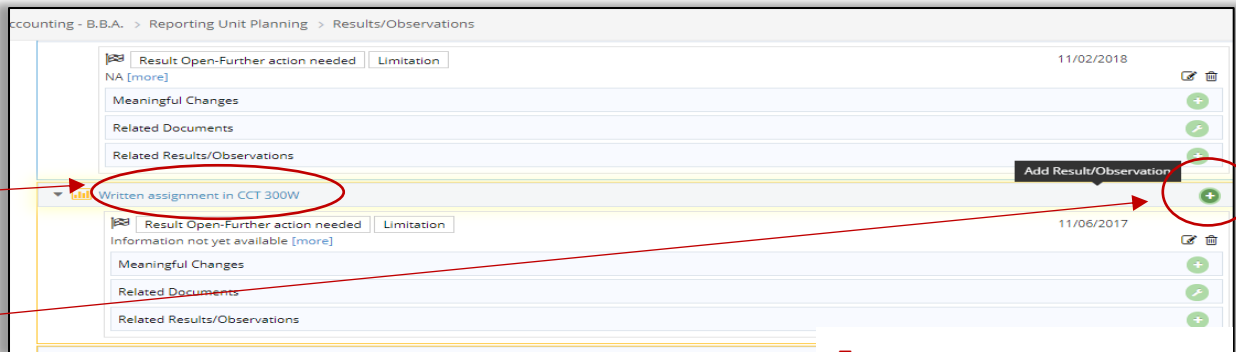
- **REPORTING UNIT PLANNING**
- **RESULTS/OBSERVATIONS** FROM THE MENU ON THE LEFT SIDE OF THE PAGE.

3. CLICK THE DROP DOWN ARROW ON THE LEFT SIDE OF THE OBJECTIVE TO WHICH YOU WISH TO ADD A RESULT/OBSERVATION. (MAKE SURE YOUR RESULTS ARE ENTERED UNDER THE ASSESSMENT METHOD, NOT UNDER THE "DIRECTLY RELATED TO OBJECTIVE")



4. IN THE **YELLOW BOX**, GO TO THE ASSESSMENT TO WHICH YOU WISH TO ADD THE RESULT.

CLICK ON THE GREEN **+** TO ADD A RESULT/OBSERVATION.



5. ENTER REQUIRED INFORMATION

A. SELECT THE DATE ON WHICH YOU ENTERED THE INFORMATION.

B. ENTER YOUR RESULT.

C. SELECT "RESULT OPEN"

D. SELECT EITHER LIMITATION OR STRENGTH.

6. CLICK "**SAVE**" IN THE TOP RIGHT CORNER.

