Entering Visit Queries and Notes:

You can record queries or notes about a visit as a whole, or about the time the visit took place.

To view, respond to, and close a query, click on the orange button that indicates a query is present.

Note that the “1” denotes that there is one query available. The position of the “1” shows that the query is open and has not yet had a response. A “1” in the second place would indicate responded, and in the third place would indicate closed.

To view and respond to a query, click the orange button. To respond, click the blue “Respond” link below the query text. To close the query out, click the blue “Close” link beside the query text.