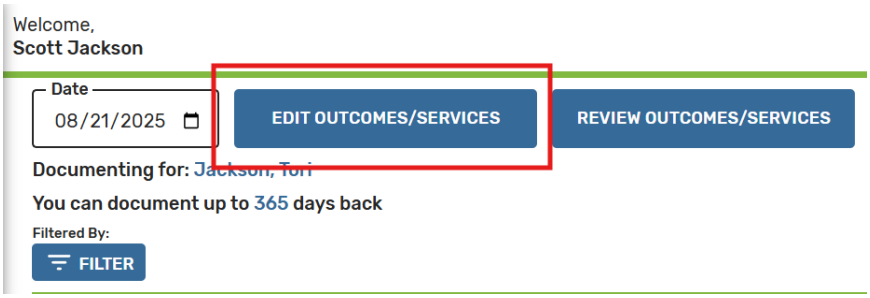
Edit Outcomes/Services in Anywhere

Entering Outcomes & Services in Anywhere using the Edit Outcomes/Services Button

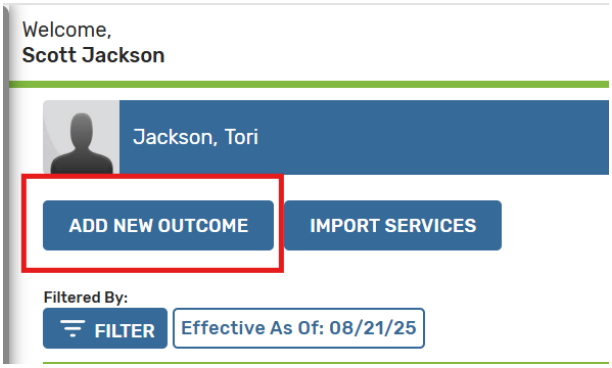
- Go to the Outcomes module
- Select an individual on the Roster

Edit Outcomes/Services

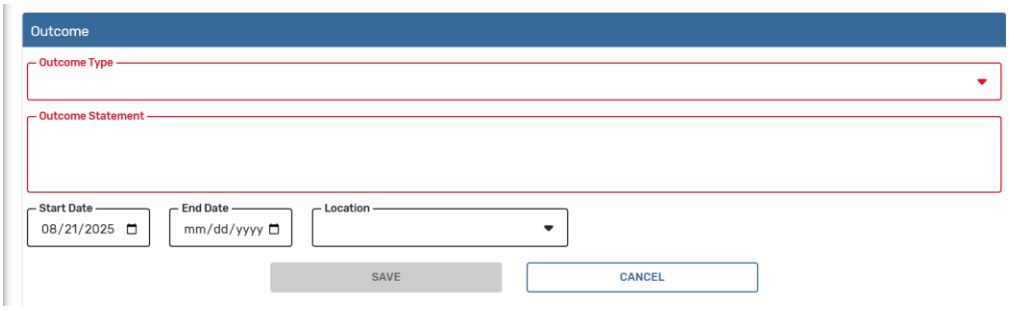
- Select the Edit Outcomes/Services button



- To insert a new Outcome Type select Add New Outcome



  - Select from the Drop Down the Outcome Type needed, the Outcome Statement, the Start and End Date, and Location. NOTE – The Outcome Types are created with Advisor in the Setup Outcomes and Services window.



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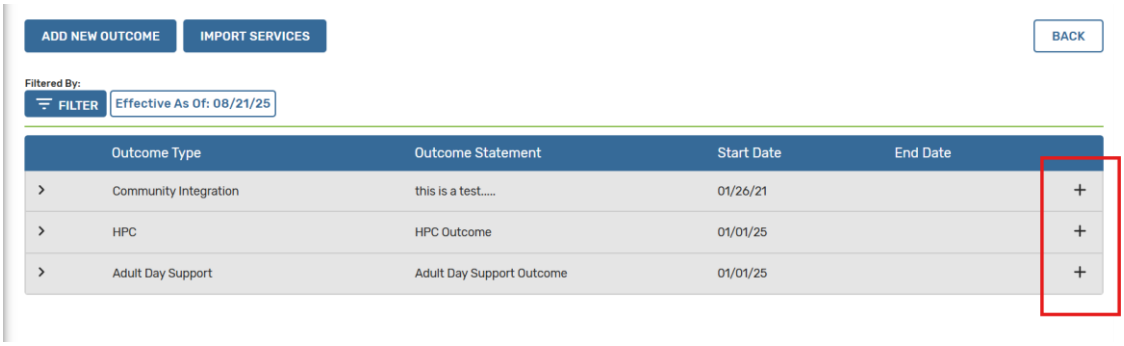
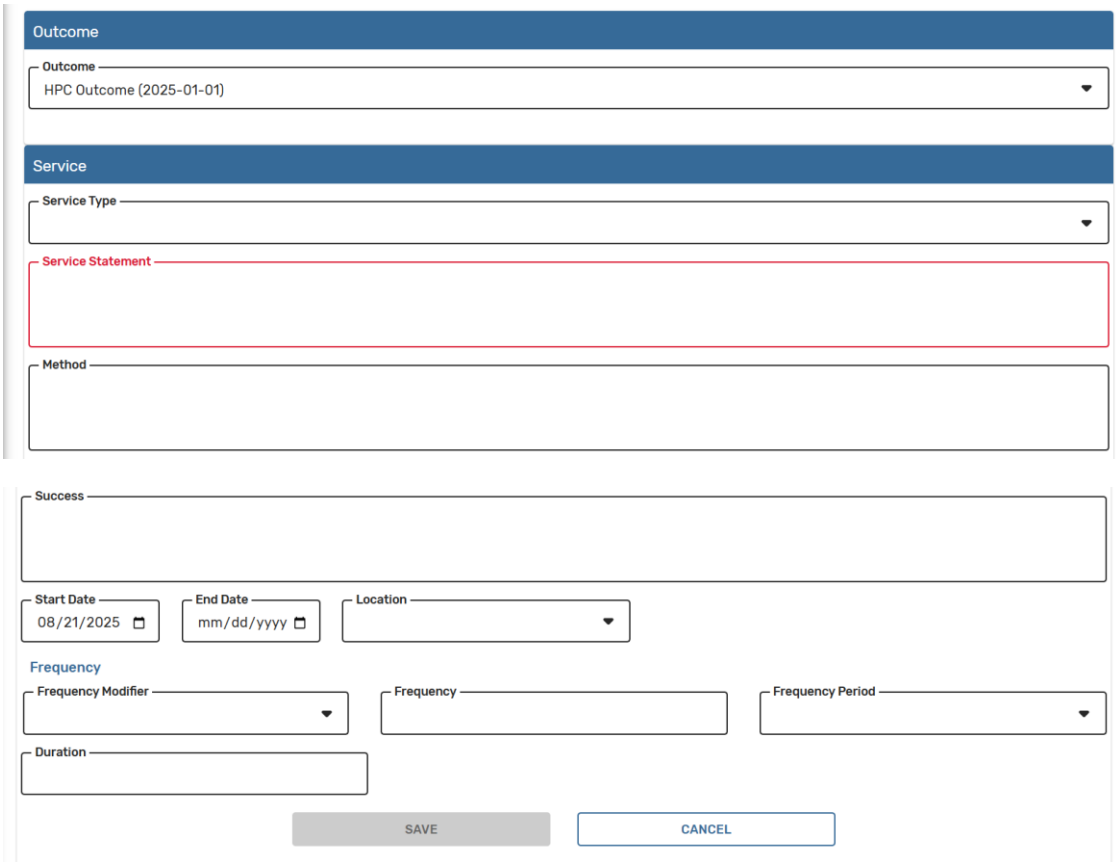
Edit Outcomes/Services in Anywhere

Entering Services

- Select the Edit Outcomes/Services button
- Select the '+' next to the Outcome Type where a new Service is needed



- The Service Statement is highlighted in red indicating that it is required but it is also important to fill out the other information. Assign a Service Type, Method, Success, Start Date and End Date, Location and Frequency.



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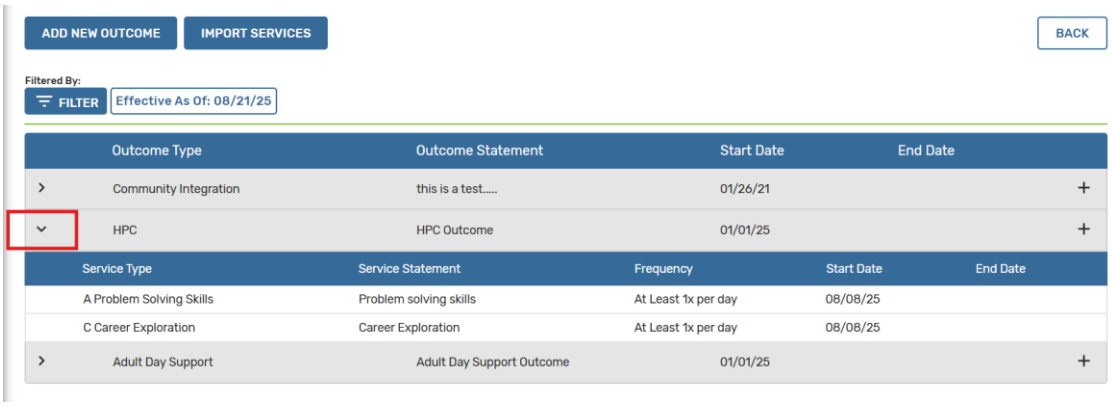
Edit Outcomes/Services in Anywhere

Viewing and Editing Outcomes and Services

- Select the Edit Outcomes/Services button
- Select the '<' next to the Outcome Type where you want to view or edit the Outcomes and Services
    - Select the Service to edit and make edits as needed



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