

## QRG – Edit Assessment Date

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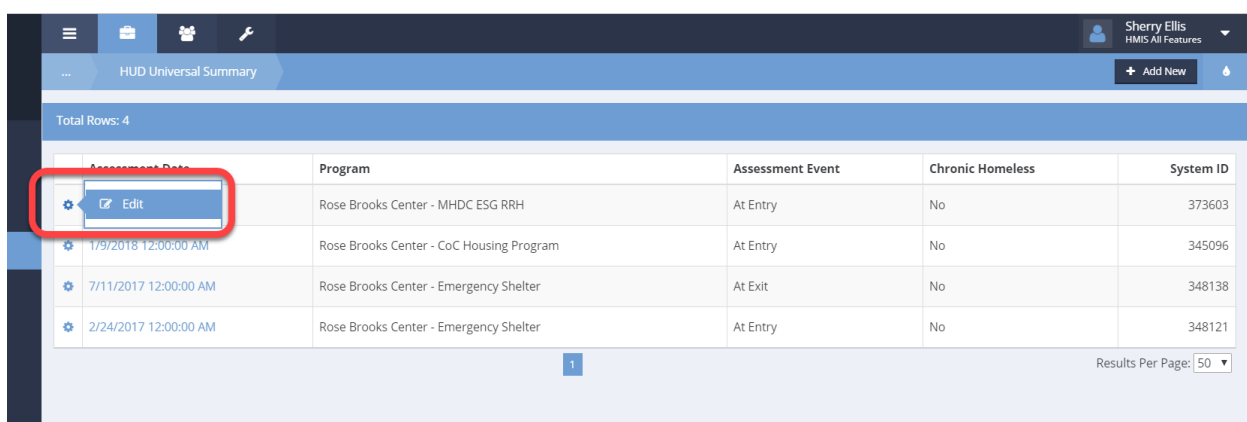
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**WHAT IS A QRG** – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

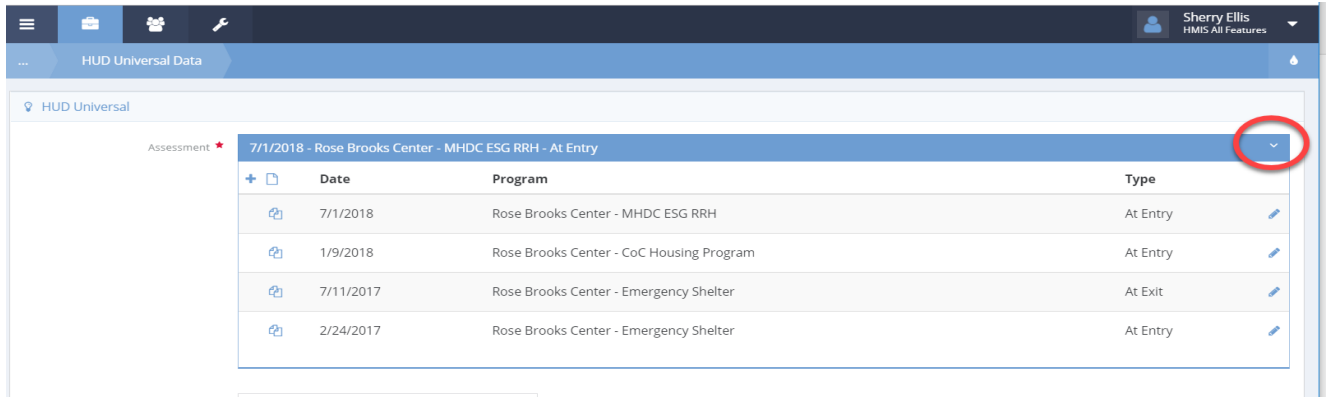
**WHO THIS GUIDE IS FOR** – This guide is useful for Case Managers or System Admins who need to change the date on an assessment. The system defaults the date field to current date, which can often be overlooked when entering client information.

### HOW TO EDIT THE DATE OF AN ASSESSMENT

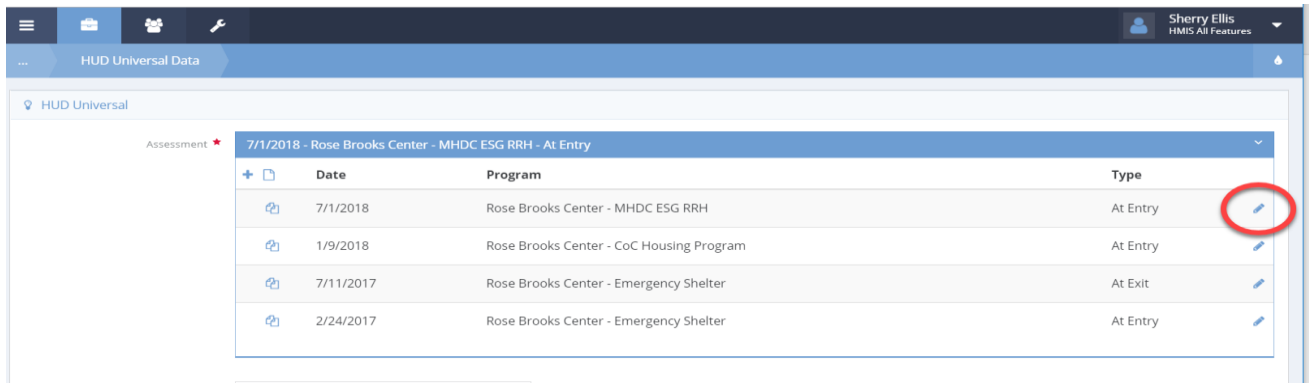
**STEP 1** - Go to the assessment > Gear > Edit



STEP 2 - Click the drop-down arrow to the right of the assessment



STEP 3 - Click on the pencil icon of the assessment you want to edit.



STEP 4 - Change the *Assessment Date* then click [Save](#)

