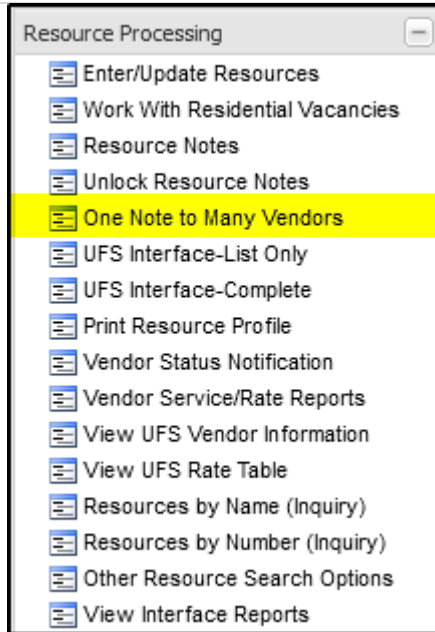




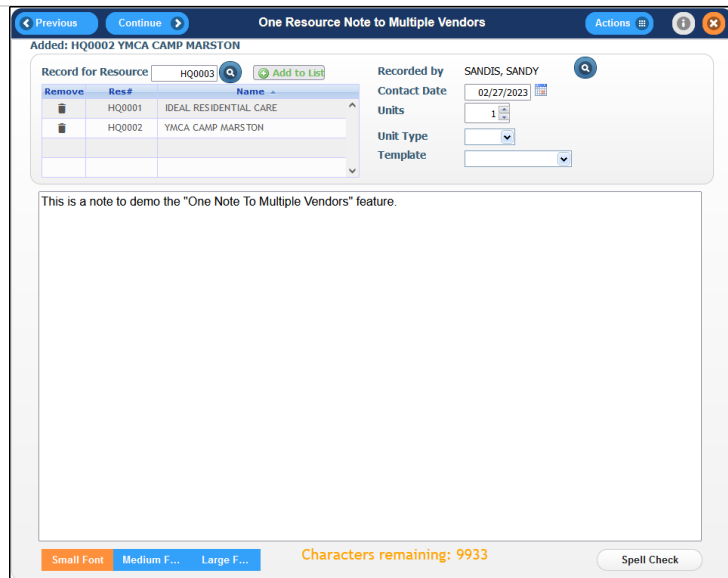
One Note To Many Vendors


The **One Note To Many Vendors** allow users to enter one same note to multiple resources.


From Resource Processing, select **One Note To Many Vendors**.

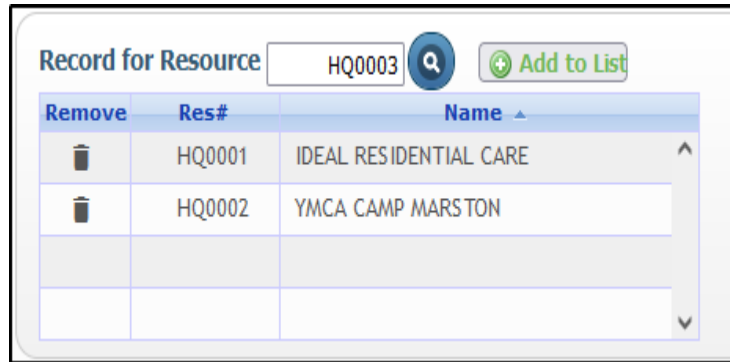



Enter the vendor number in the **Record for Resource** field, then click . Staff can also use the  button to search for the vendor.

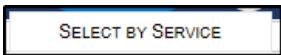


Clicking  will add the vendor to the list where the note will be recorded.

The  icon can be used to remove a vendor from the list.

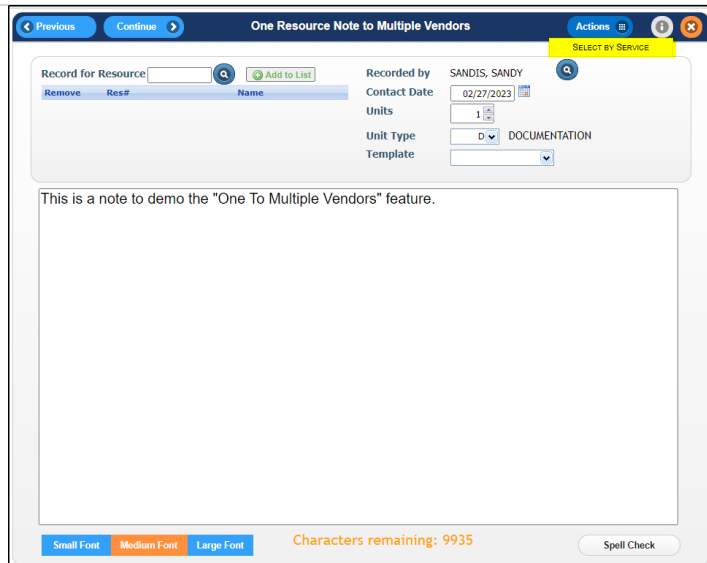
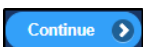


To add a list of vendors by service code, click  and then click

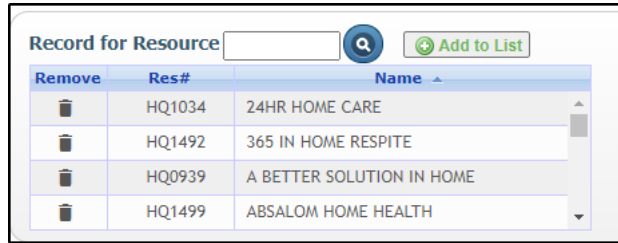


This will allow the user to manually enter a service code, or select a service code from the drop down.

Select a sub-code and then click



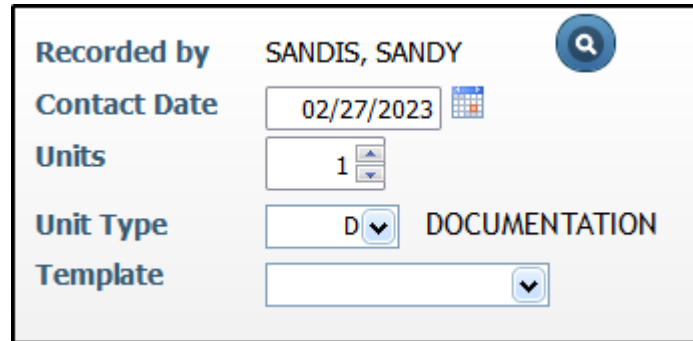
Selecting vendors by Srv/SubCode will automatically add the resources that meet the criteria.



Remove	Res#	Name
	HQ1034	24HR HOME CARE
	HQ1492	365 IN HOME RESPITE
	HQ0939	A BETTER SOLUTION IN HOME
	HQ1499	ABSALOM HOME HEALTH

Update the following fields as needed:

- Recorded by
- Contact Date
- Units
- Unit Type
- Template (if available)



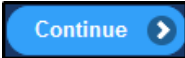
Recorded by: SANDIS, SANDY

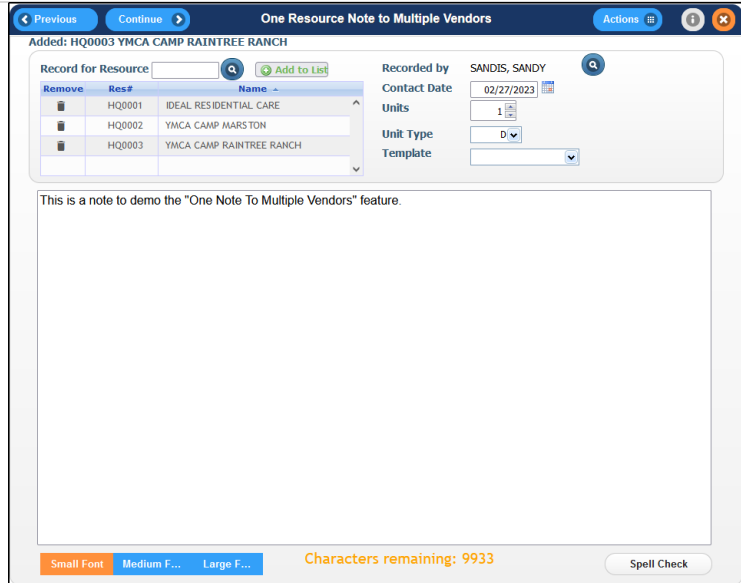
Contact Date: 02/27/2023

Units: 1

Unit Type: D DOCUMENTATION

Template: [dropdown]

Enter the note and then click  when ready to record the note.



Added: HQ0003 YMCA CAMP RAIN TREE RANCH

Remove	Res#	Name
	HQ0001	IDEAL RESIDENTIAL CARE
	HQ0002	YMCA CAMP MARSTON
	HQ0003	YMCA CAMP RAIN TREE RANCH

Recorded by: SANDIS, SANDY

Contact Date: 02/27/2023

Units: 1

Unit Type: D

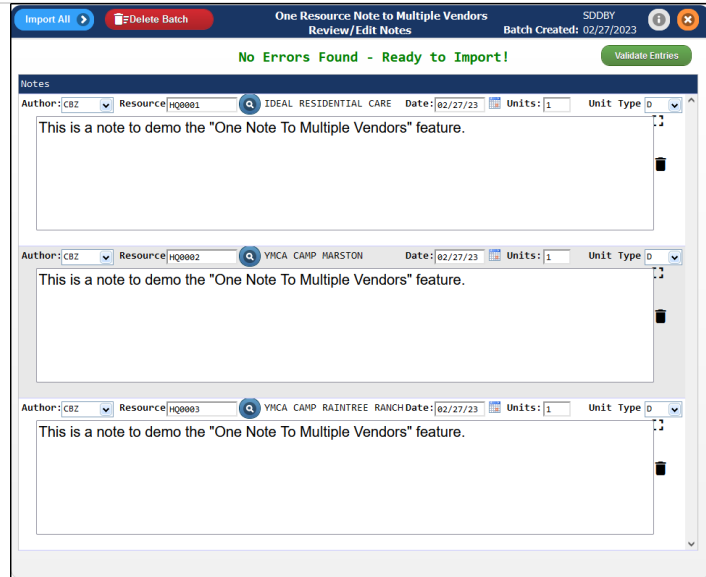
Template: [dropdown]

This is a note to demo the "One Note To Multiple Vendors" feature.

Small Font Medium F... Large F... Characters remaining: 9933 Spell Check

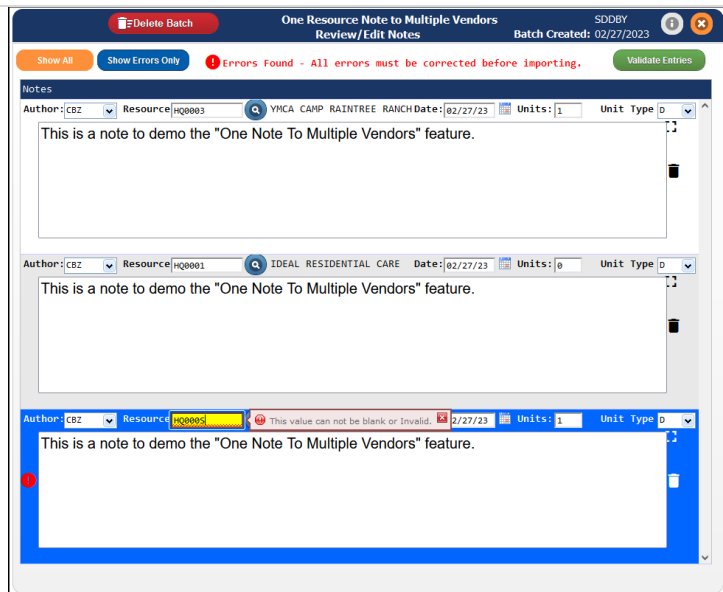
A screen to review and edit the note will display. If there are no errors, click **Import All** to record the note to the multiple vendors.

Clicking **Delete Batch** will take the user to the previous screen where they can work with the note and the list of vendors.



If there are errors, the user must correct the information first and then **Validate Entries** until there are no errors found.

The program can display all notes by clicking **Show All**, or limit it to **Show Errors Only**.



Once successfully imported, the note will display in the vendor's Resource Notes file.

Resource # HQ0001 IDEAL RESIDENTIAL CARE
+ Add New Note Default date 02/28/2023

Date	Units	Contact Type	Status	Author	Notes Snippet
02/27/2023	N 1	DOCUMENTATION	REVIEWED	SANDIS, SANDY	This is a note to demo the "One Note To Multiple Vendors" fe

Resource # HQ0002 YMCA CAMP MARSTON
+ Add New Note Default date 02/28/2023

Date	Units	Contact Type	Status	Author	Notes Snippet
02/27/2023	N 1	DOCUMENTATION	REVIEWED	SANDIS, SANDY	This is a note to demo the "One Note To Multiple Vendors" fe

Resource # HQ0003 YMCA CAMP RAINTREE RANCH
+ Add New Note Default date 02/28/2023

Date	Units	Contact Type	Status	Author	Notes Snippet
02/27/2023	N 1	DOCUMENTATION	REVIEWED	SANDIS, SANDY	This is a note to demo the "One Note To Multiple Vendors" fe