Deleting a Case Note

1. Using *ClientPoint*, find a client and click the name to pull up the **Client Profile** screen. (See Figure 1-55)

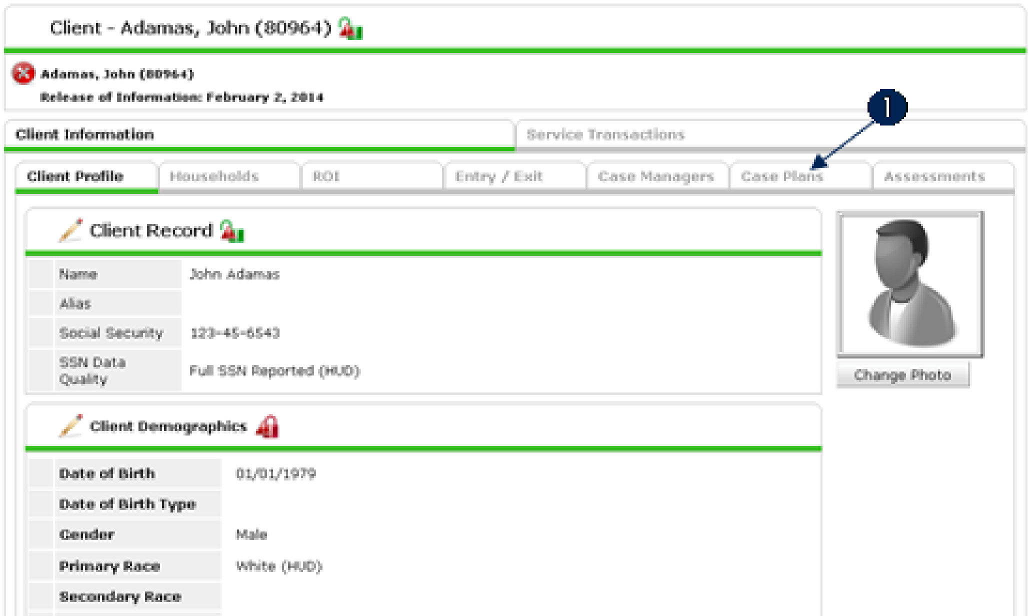

Figure 1-55

2. From the Client Profile screen, click the **Case Plans** link. **(1)** The screen will refresh and display a list of current goals. (See Figure 1-56)

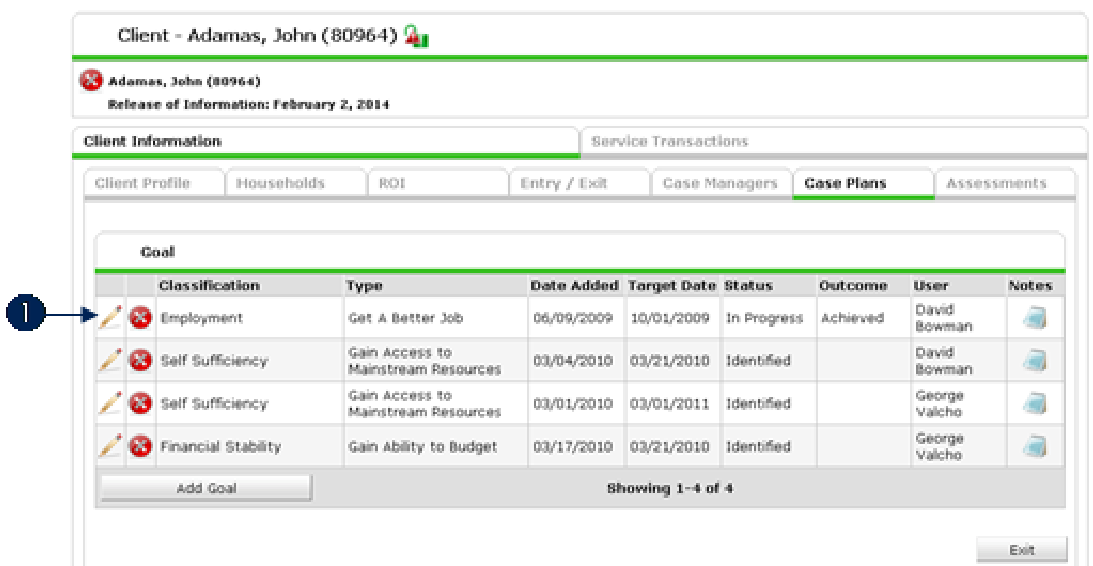

Figure 1-56

3. Each listed **Goal** includes its basic information. This allows you to quickly identify the goal you wish to manage and view its **Target Date**.

4. Click the **pencil icon** to the left of the goal title. **(1)** The screen will refresh and display the goal

information. (See Figure 1-57)

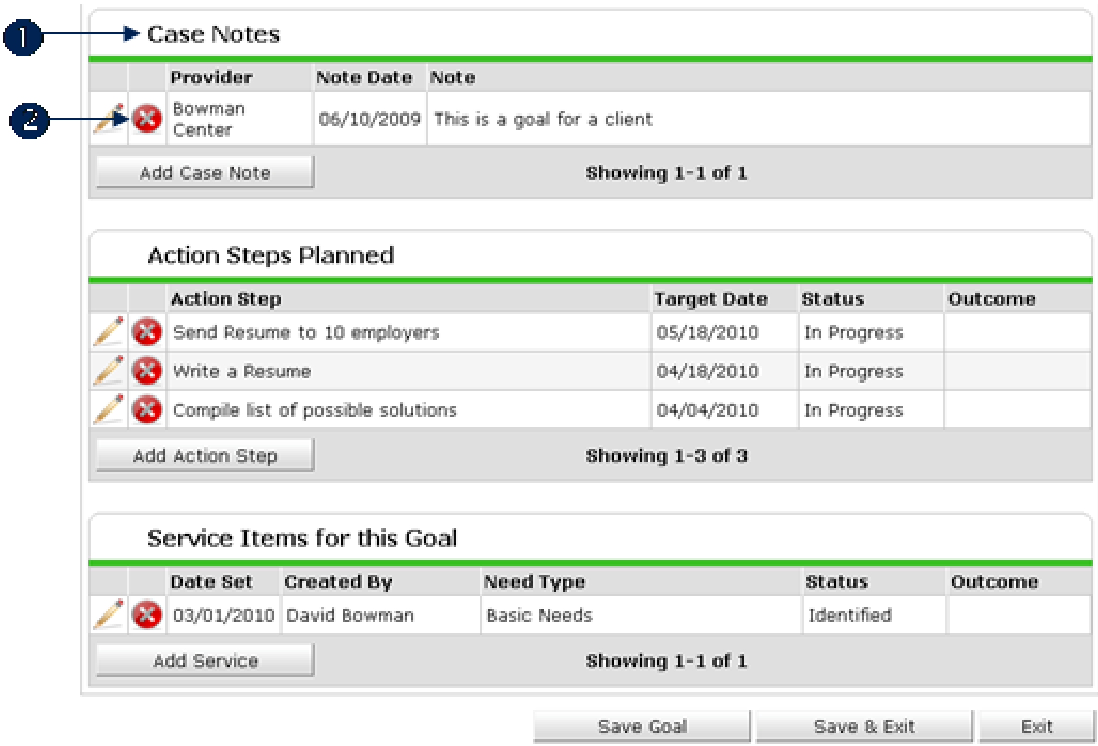

Figure 1-57

5. Scroll down to the **Case Notes** section. **(1)**

6. Click the **Red X** icon to the left of the case note. **(2)** A warning window will appear stating the following, "Are you sure you want to delete this Case Note?" (See Figure 1-58)

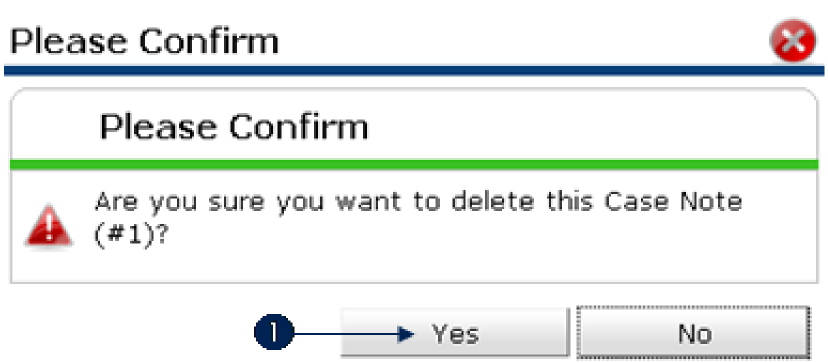

Figure 1-58

7. Click **Yes** to continue. **(1)** The screen will refresh and the **Case Note** will no longer be listed in the **Case Notes** section.