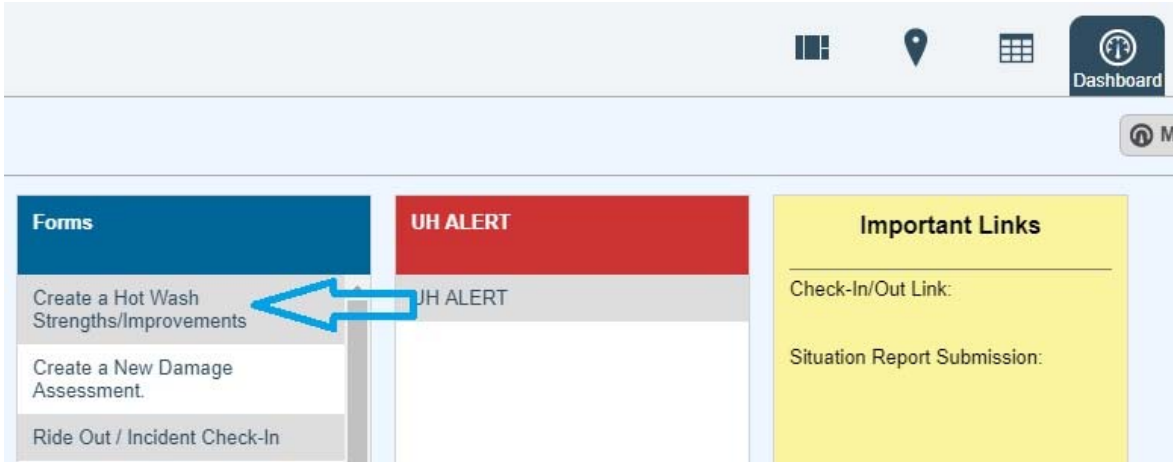


How to Submit a Hot Wash Entry (Strengths/Improvements)

Step 1: From the Dashboard, under forms, click “Create a Hot Wash Strengths/Improvements”



Step 2: Enter in your personal information (Name, Title, and Department)

Step 3: Select if your entry is a Strength or Improvement and type your comment in the box provided. If applicable you can designate a responsible department (if you aren't sure leave it blank).

*If you have more than one entry you may hit “Add More” underneath and repeat

A screenshot of the 'Create Form Entry' form. The form has a blue header bar with the text 'Create Form Entry'. Below this is a section titled 'Commenter Information' with three input fields: 'Name *', 'Title', and 'Department *'. Below this is a section titled 'Strengths/Improvements' with a radio button selection for 'Strength/Improvement *'. The options are 'Strength' and 'Improvement'. To the right of the selection is a large text area for 'Comment Strengths/Improvements' and a smaller input field for 'Responsible Department'. At the bottom left of this section is a green 'Add More' button.

Step 4: Once complete, click “Create” at the bottom right

A screenshot of the bottom of the form. It shows a 'Save Draft' button, an 'Open in New Window' button, and a 'Create' button. A blue arrow points down to the 'Create' button.