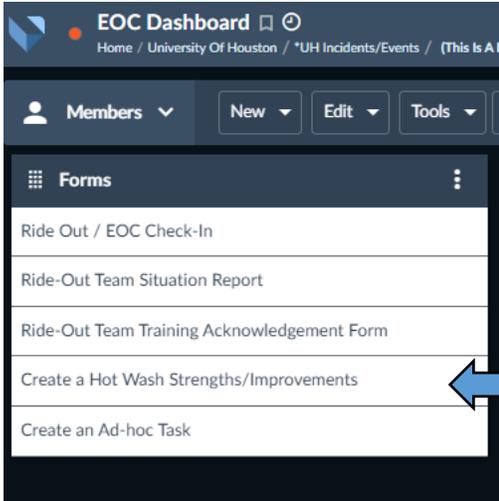


How to Submit a Hot Wash Entry (Strengths/Improvements)

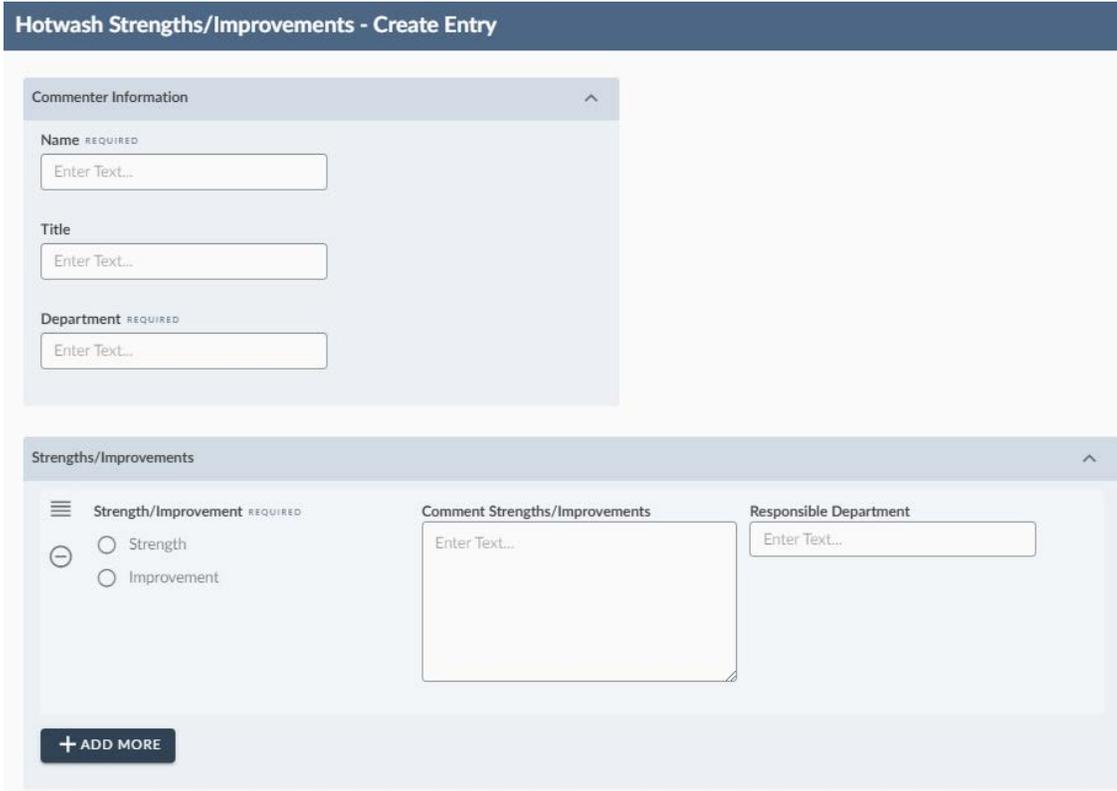
Step 1: From the Dashboard, under forms, click “Create a Hot Wash Strengths/Improvements”



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 'Hotwash Strengths/Improvements - Create Entry' form. The form is divided into two main sections. The first section, 'Commenter Information', contains three required text input fields: 'Name', 'Title', and 'Department'. The second section, 'Strengths/Improvements', contains a radio button selection for 'Strength/Improvement' (with options for 'Strength' and 'Improvement'), a large text area for 'Comment Strengths/Improvements', and a text input field for 'Responsible Department'. At the bottom left of this section is a '+ ADD MORE' button.

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

