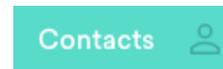


How to Add an Outcome or Qualification to a Contact Record

To add an Outcome or Qualification* to a Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants**

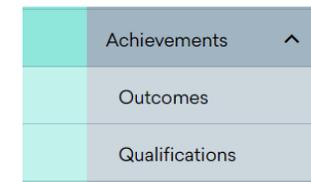


- Search for the record using the **Search** box

- Click on the **Eye** icon to the right of the record



- Click on the **Achievements** tab



- Select either **Outcomes** or **Qualifications** from the sections on the left-hand side

- Click on the **Plus**  icon

* Outcomes and Qualifications must first have been created in the Administration section of your account. Please see the **How to Create Objectives and Outcomes** and **How to Create Qualifications** support guides, available at <https://www.substance.net/administration-support/>

Views

- Where relevant, select the **Session Group** that the Outcome or Qualification relates to and then click **Next**
- Select the **Outcome** or **Qualification** that has been achieved and then click **Next** again
- Complete the form and click **Save**