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**

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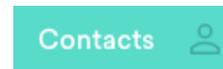
- Search for the record using the **Search** box

  Search:

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

- Click on the **Achievements** tab

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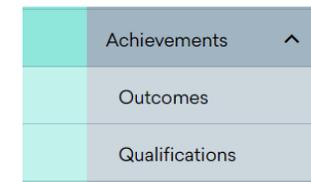
- Select either **Outcomes** or **Qualifications** from the sections on the left-hand side

- Click on the **Plus** + icon

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- 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**