## **QRG – Edit Assessment Data**

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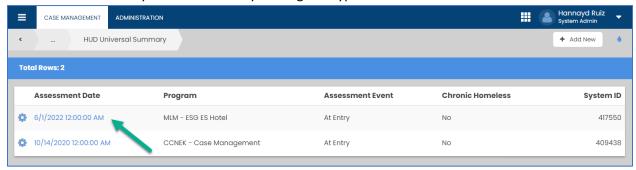
WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short documents that provide concise practical information and advice on specific topics. Sometimes known as "cheat sheets" quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR – This guide is for Case Managers or System Admins who need to edit or enter missing data on an assessment to improve and maintain good data quality.

## HOW TO EDIT THE DATA OF AN ASSESSMENT

Navigation path: Client Dashboard > HUD Assessments

Select the assessment you want to edit by clicking the hyperlink.





Update or enter the missing data and click Save

