# Intandem: Recording and Monitoring Goals

Functionality is available in Viewpoint to record and monitor goals.

You can enter and update a young person's objectives either through their own login to access **INTANDEM2**, in which case you will see a screen like this once logged in:
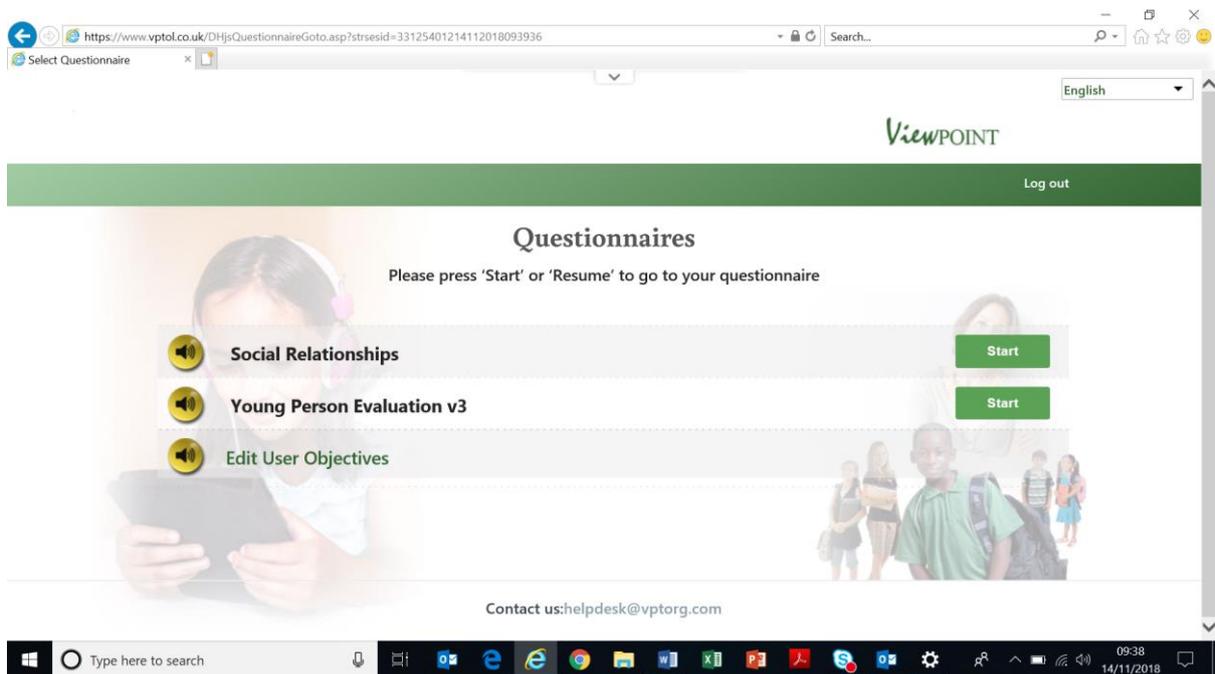


**Or** you can use your Viewpoint Administrator login to access **INTANDEM2** and the Viewpoint Management Centre and select User Management
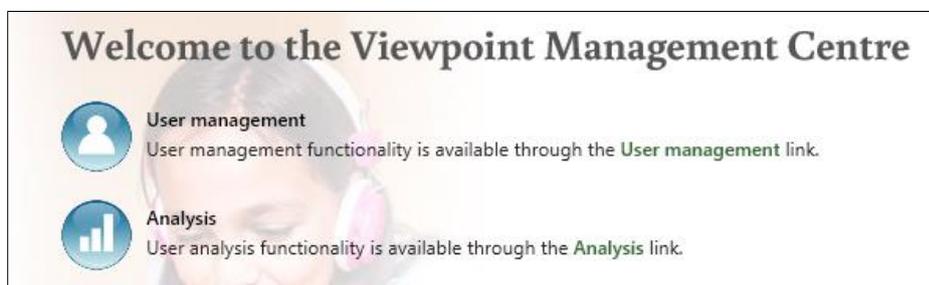


Next in the menu on the left of the screen under **Users** select **Edit User Objectives**

You will then see the logins for the **mentees.** Select a mentee

Whether you access the Edit User Objectives via the young person's login or your Viewpoint Administrator's login, on the first occasion you want to enter Objectives, the screen will look like this



**First** select add objective and this screen appears



Add an agreed objective of goal for example 'to go into town on my own', complete the SHANARRI outcomes, status = Agreed and add the date the objective was set up and any explanatory notes or comments. Do not add the mentee's name in the fields on the top left, but if it helps you can add their initials.

Next select add action, and new status, status date and comments boxes will appear.



The available options for the status box are: Agreed, Started, Complete and No Longer Relevant.

Each objective should only be Agreed once, when it is being first set up.  At the end, it will also be marked as Complete or No Longer Relevant only once.  The Started status should be used to add any comments on progress between Agreed and Complete.



You can add actions, their status and save at any time.

Progress is shown in the example below by the addition of a second action with status Started:



Select Save and Exit at any time. If you go back into Edit User Objectives, you can check that the information entered has been saved correctly.

Additional objectives can be added at any time, by selecting add objective



and then the screen will be updated as below:

Edit User Objectives

Save and Exit

Cancel

login LHtest4
Forename L
Surname H

print objective(s)   add objective

|  |  |  | Started | 22/07/2018 | LH went on bus himself and I met her in town | Neil Blake (neilblake) | 14/11/2018 10:25:47 |
|---|---|---|---|---|---|---|---|

add action

| Objective | Primary SHANARRI Indicator | Secondary SHANARRI Indicator | Tertiary SHANARRI Indicator | Status | Status Date (dd/mm/yyyy) | Comments | Added By | Added On |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |

add action

www.vpthub.com