EPIC: Editing Existing Five Behaviors Team Reports

Use this to edit a Five Behaviors Team—adding a member, deleting a member, change the team name, or edit individuals on the team.

Programs/websites needed: EPIC

Assigning Codes in EPIC:
1. Log into EPIC
2. On the left-hand side, drop down the arrow for "Manage Reports."
3. Select "Edit Existing Five Behaviors Team."
4. Several fields in the Search Criteria page are already filled in. Simply select the folder/sub-folder of the Five Behaviors Team you'd like to edit.
5. Click SEARCH
6. Use the EDIT button to the left of the team you want to edit.
7. Under the "Report Details" section, you can change the team name, folder, and/or sub-folder of the team.
8. To add a team member, scroll down and add them in the "Add Team Members" section.
9. To edit individual members, select the EDIT link to the right-hand side of the team member's name. This will take you to a different page. Click OK.
10. On this page, you may edit the individual's name, email address, the ability for the member to view their report online, or whether to include the person in the team report.
11. Once you've made any necessary changes, click SAVE CHANGES.
12. You may then choose to view the individual's report, edit the same report again, edit the Five Behaviors Team (this will return you to step #6), return to the search criteria page, or return to the search results page.
13. DO NOT use this feature for Five Behaviors Progress Reports.
14. To assign a Five Behaviors Progress report, please see "EPIC-Assigning 5B Progress Reports."