How to Submit a Hot Wash Entry (Strengths/Improvements)

**Step 1:** From the Dashboard, under forms, click “Create a Hot Wash Strengths/Improvements”

![Dashboard screenshot](image)

**Step 2:** Enter in your personal information (Name, Title, and Department)

**Step 3:** Select if your entry is a Strength or Improvement and type your comment in the box provided. If applicable you can designate a responsible department (if you aren’t sure leave it blank). *If you have more than one entry you may hit “Add More” underneath and repeat*

![Form screenshot](image)

**Step 4:** Once complete, click “Submit” at the bottom right