
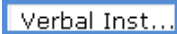


Documentation

Document Spreadsheet

- **Document Spreadsheet** displays the assessment in table format.
 - Only use **Document Spreadsheet** after you have documented the assessment at least once during your shift using **Document**.
1. Highlight the intervention on the Interventions Worklist.
 2. Click the **Document Spreadsheet** footer button. 
 3. Click into a cell to answer a query. To add a response to a cell either:
 - a. Click in the cell and make a selection from the responses that appear... OR...
 - b. “Click and drag” a response from the previous column and paste it into the cell in the new column for that query.
 - c.  **Warning:** If a cell has 3 dots, there are hidden responses. Do not copy the cell unless you review the responses
 4. Save the documentation when complete