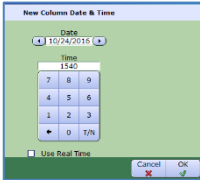


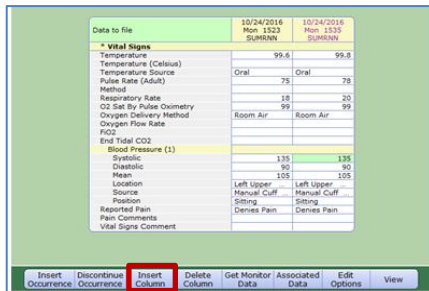
# Documentation

## Spreadsheet Documentation - Insert a Time Column

1. Highlight an assessment (e.g. **Vital Signs**) on the **Interventions Worklist**.
2. Click **Document Spreadsheet**.
3. Enter the time for which you will be documenting.



4. Click **OK**.
5. Type patient vitals into the cells or “click and drag” a cell or a column to copy prior data.
6. **Review for accuracy** and make adjustments as needed. **This is critical.**
7. To add a new column at any time, click the **Insert Column** button.



8. Enter the date and time for the new time column.
9. Enter documentation.
10. Repeat as needed.
11. Click **Save** when complete.