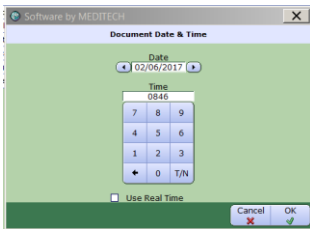


Documentation

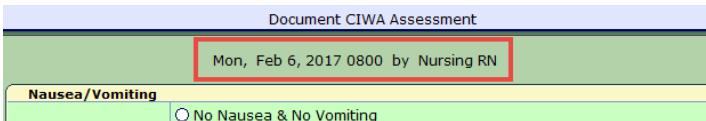
Back Timing Documentation

Follow these steps to back time the documentation:

1. Select the assessment and click **Document**.
2. In the Document Date and Time box, adjust the time to reflect when the assessment was actually done, and Click **OK**.



3. When the assessment opens verify the time displaying at the top is the time you want the documentation to be time stamped.



4. Document the assessment and save.