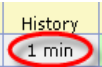


# Documentation

## Edit and Undo Documentation

1. Click in the **History** cell of the intervention. 
2. A list (history) of all documentation sessions for that assessment appears. You can only edit or undo your documentation; your name must be in the **Entered by** column.

| Date Done  | Time Done | Done by    | Entered         | Entered by | Assessment | Signatures | Type     | Note Link |
|------------|-----------|------------|-----------------|------------|------------|------------|----------|-----------|
| 05/08/2014 | 1551      | Nursing RN | 05/08/2014 1551 | Nursing RN | ▶          |            | Document |           |
| 05/08/2014 | 1551      | Nursing RN | 05/08/2014 1551 | Nursing RN |            |            | Add      |           |

Look for your name here

3. **To EDIT .**
  - a. Double-click on YOUR documentation session that you plan to edit.
  - b. The assessment opens.
  - c. Make your changes.
  - d. When done editing, click **Return**. Your “Edit” documentation session has been added to the list, highlighted in green with purple text.
  - e. Edited is in the **Type** cell.
4. **To UNDO.**
  - a. Highlight YOUR documentation session that you plan to undo.
  - b. Click **Undo**. This will undo your entire assessment.
  - c. Select a Reason.
  - d. Click **OK**.
5. Click **Return**. Click **Save**.

A nurse can only edit their own documentation and there is a cutoff time to do this. Check with your ministry.