

Modify/make changes to an existing document

1. In pt navigator click on new document
2. Select correct type of document
3. Click on use existing document and enter date you need to change
4. Correct time in/out
5. Go to copy document from locked document at bottom
6. Make changes to document
7. Rename document adding addendum or any other term you want
8. Go to pt navigator and delete report
9. Create a do not use folder as a new case
10. Go to file box in top L corner and click on administ
11. Go to locked documentation data mover
12. Find pt
13. Click on date you want moved
14. Highlight data document you want moved
15. Go to bottom L and click on move