

Assessments have required and non-required sections. Sections of an assessment that are not active may be activated to document during the current visit or future visits. The section may also be deactivated at any time.

Activating and Deactivating an Assessment Section

Sections of an assessment not required for your visit may be activated to enable documentation. A section may be activated **For this assessment only** or **For this and future assessments** for your discipline. Sections can be deactivated at any time.

➤ Activating a Section

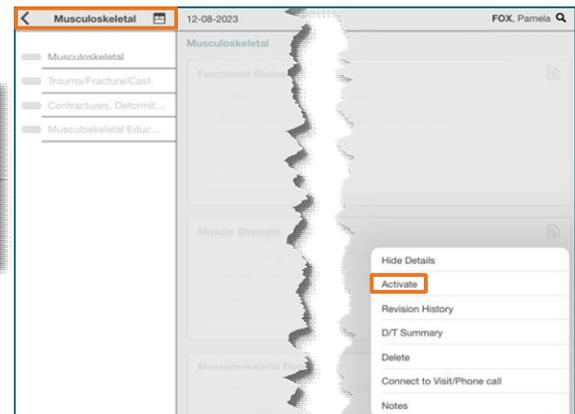
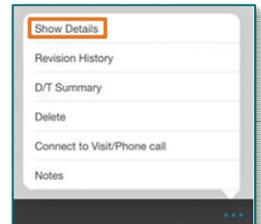
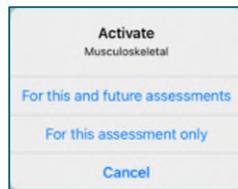
STEP 1: From within the **assessment**, tap the **three dots** in the lower right and tap **Show Details**.

STEP 2: Tap the applicable section in the navigator to the left.

STEP 3: Tap the **three dots** in the lower right and tap **Activate**.

STEP 4: Choose if this section should be activated **For this assessment only** or **For this and future assessments** also.

STEP 5: Enter documentation.



➤ Deactivating a Section

STEP 1: From within the **assessment**, tap the **three dots** in the lower right and tap **Show Details**.

STEP 2: Tap the applicable section in the navigator on the left.

- It is **important** you tap on the correct section to not inactivate another section in error.

STEP 3: Tap the **three dots** in the lower right and tap **Deactivate**.

STEP 4: Choose if this section should be activated for today's assessment only or for future visits too.

