# Charting an Administration as "Not Done"

When a medication cannot be administered due to circumstances beyond the Clinician's control (ie: Placeholder Order, Out on Pass), the administration task should be charted as **"Not Done"**.

To chart a medication task as **"Not Done"**, complete the following steps:

1. Right-click on the task(s) in the appropriate date and time box.
2. Select **"Chart Not Done"** from the menu displayed.

3. Click on the down arrow in the **"Reason Not Done"** box and select a reason.
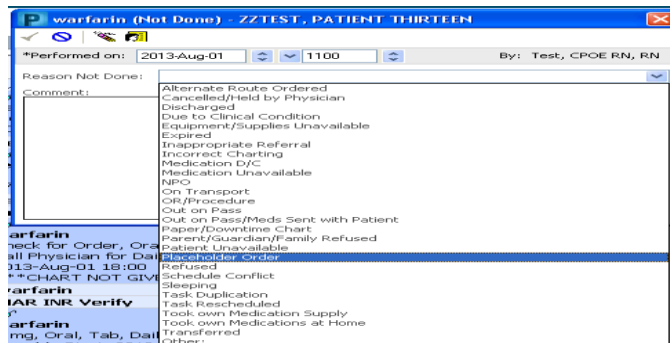
4. Enter a comment into the **"Comment"** box if necessary.

5. Click the green check mark ✔ to complete the task.

6. The administration task will be replaced with a **"Not Done"** result in the appropriate time and date column for that administration event.