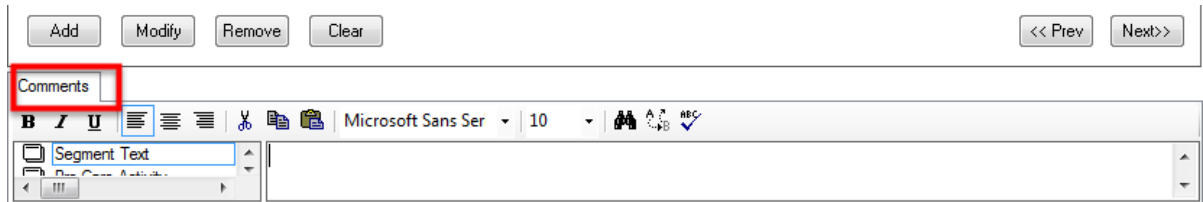


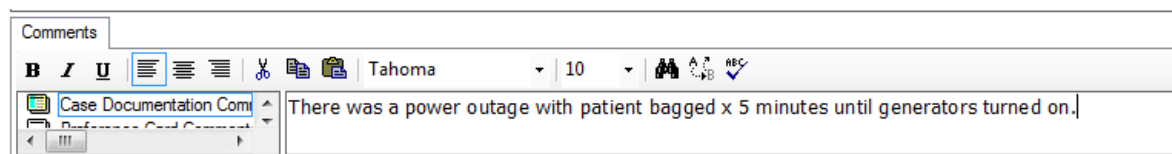
## How to add a comment

1. Each segment has its own comment field where additional information can be added. Choose Segment text in the drop down if the data pertains to the segment.



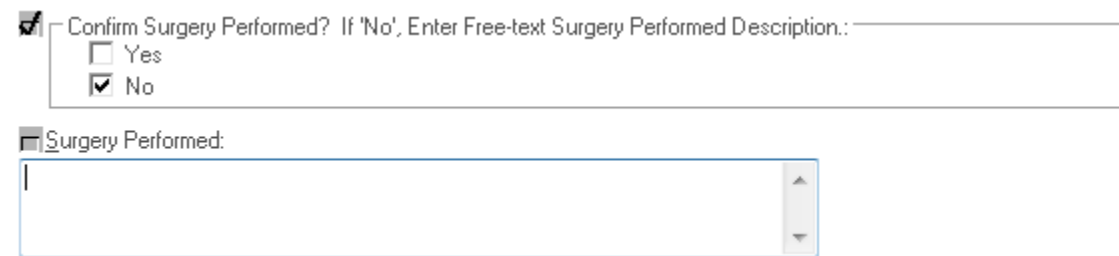
The screenshot shows a software interface for adding comments. At the top, there are buttons for 'Add', 'Modify', 'Remove', and 'Clear'. To the right are '<< Prev' and 'Next>>' buttons. Below these is a tab labeled 'Comments'. Under the 'Comments' tab, there is a dropdown menu with 'Segment Text' selected. To the right of the dropdown is a text area for entering the comment.

2. To add additional information to the whole document choose Case Documentation from the drop down list



The screenshot shows the same software interface as before, but now the dropdown menu under the 'Comments' tab has 'Case Documentation' selected. The text area to the right contains the text: 'There was a power outage with patient bagged x 5 minutes until generators turned on.'

3. Some segments have a Freetext box where additional information can be added. The box may be dithered out until the appropriate data is entered



The screenshot shows a form with a checkbox labeled 'Confirm Surgery Performed? If 'No', Enter Free-text Surgery Performed Description.:'. Below the checkbox are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. Below the radio buttons is a text box labeled 'Surgery Performed:'.