
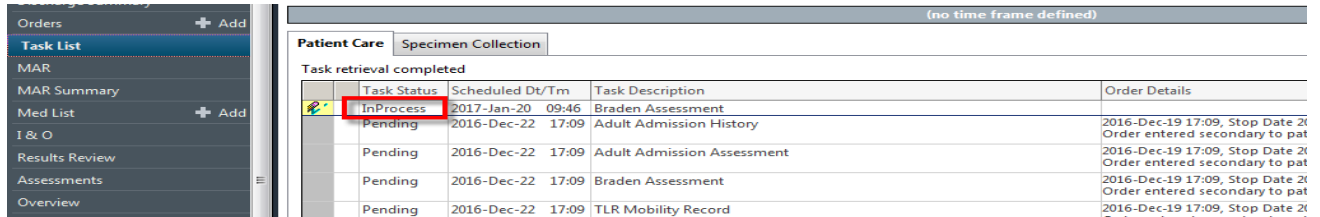


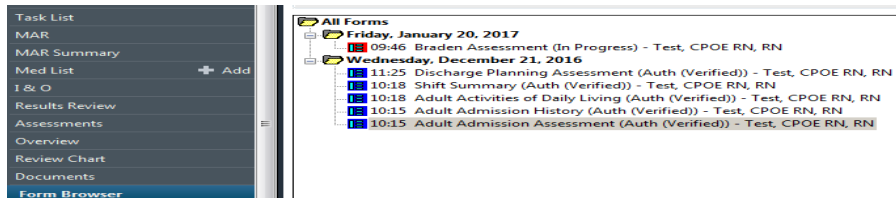
Saving & Signing a PowerForm

1. To save a form, click  on the toolbar
2. The saved form will display as “In progress”
3. This saved form may be found
 - On the Tasklist
 - In the Form Browser.




Task Status	Scheduled Dt/Tm	Task Description	Order Details
InProcess	2017-Jan-20 09:46	Braden Assessment	
Pending	2016-Dec-22 17:09	Adult Admission History	2016-Dec-19 17:09, Stop Date 2016-Dec-19 17:09, Order entered secondary to patient
Pending	2016-Dec-22 17:09	Adult Admission Assessment	2016-Dec-19 17:09, Stop Date 2016-Dec-19 17:09, Order entered secondary to patient
Pending	2016-Dec-22 17:09	Braden Assessment	2016-Dec-19 17:09, Stop Date 2016-Dec-19 17:09, Order entered secondary to patient
Pending	2016-Dec-22 17:09	TLR Mobility Record	2016-Dec-19 17:09, Stop Date 2016-Dec-19 17:09, Order entered secondary to patient

4. The results **do not** show on the flowsheet(s) until the form is signed.



Date	Time	Form Name	Status
Friday, January 20, 2017	09:46	Braden Assessment (In Progress)	In Progress
Wednesday, December 21, 2016	11:25	Discharge Planning Assessment (Auth (Verified))	Verified
Wednesday, December 21, 2016	10:18	Shift Summary (Auth (Verified))	Verified
Wednesday, December 21, 2016	10:18	Adult Activities of Daily Living (Auth (Verified))	Verified
Wednesday, December 21, 2016	10:15	Adult Admission History (Auth (Verified))	Verified
Wednesday, December 21, 2016	10:15	Adult Admission Assessment (Auth (Verified))	Verified

To Sign a form

1. When the form is complete, click  to sign the form.
2. The form will display as “Verified”.