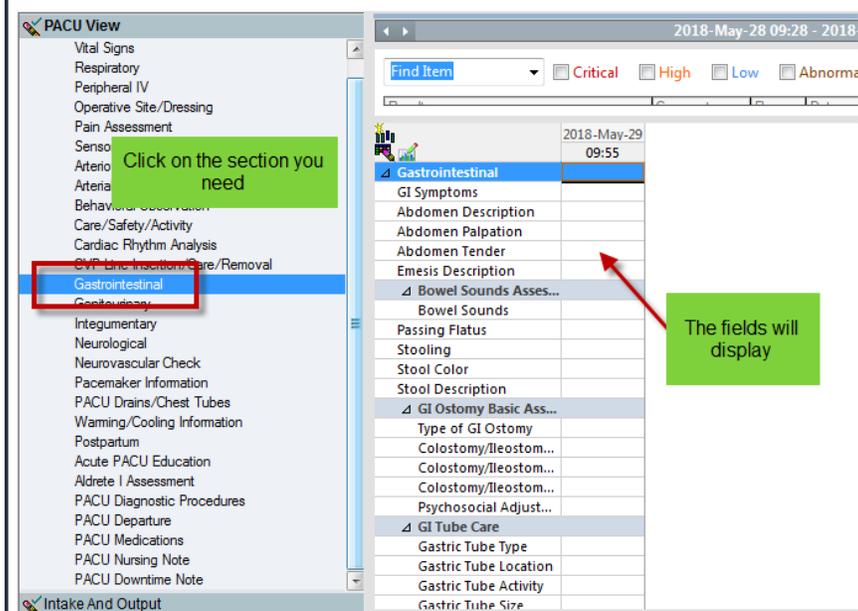# Activating Sections and Columns

To document a group of individual results, the nurse must activate a section or an entire column.

To activate a single section,

1. Click on the section from the Navigator window that you wish document on
2. The appropriate fields will open on the left hand side.

3. Double-click on the blue cell of the appropriate time column in which you would like to document. This allows you to document in any of the cells in that column.