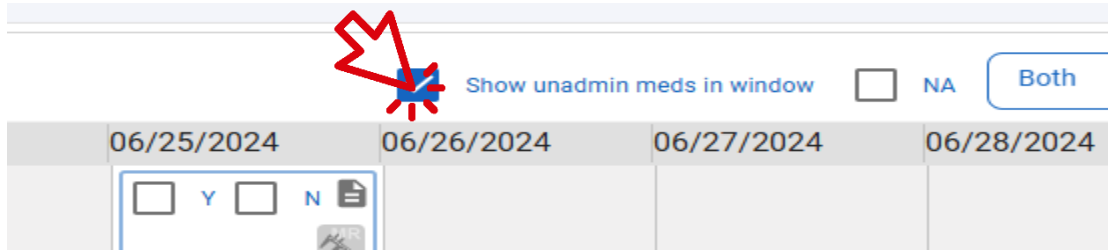


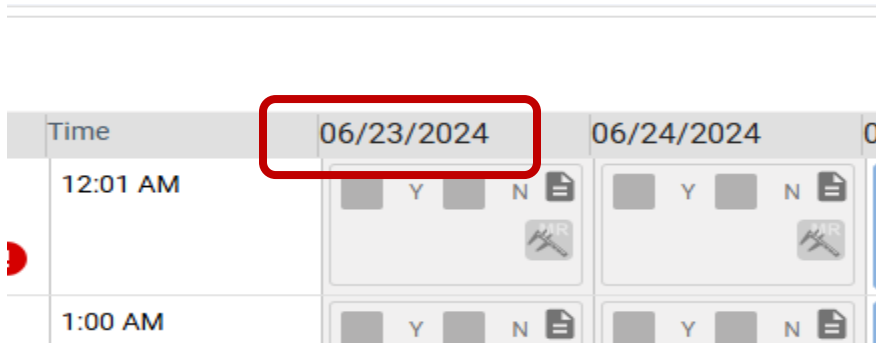
Reopening Past Meds

1.) Uncheck the filter box (if you have it checked)

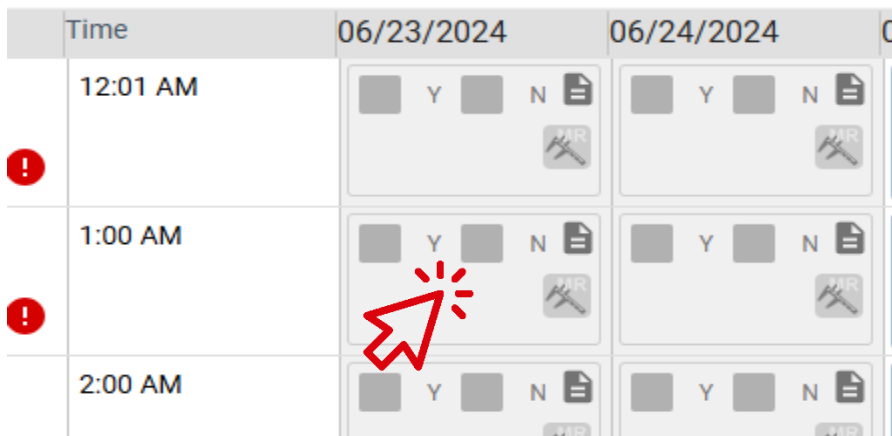


2.) Scroll the list to find the med you need sign off

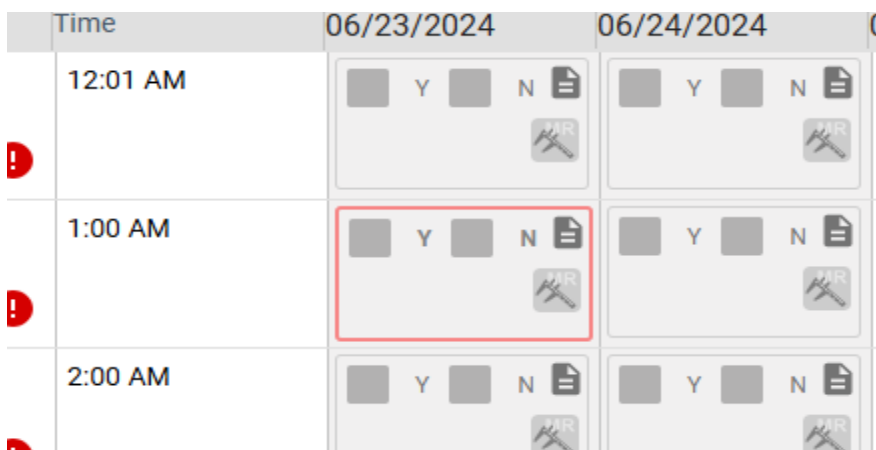
3.) Make CERTAIN you are under to correct DATE column



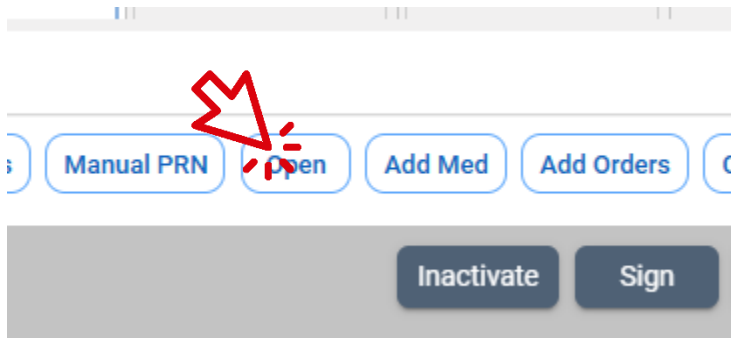
4.) Click inside the box for the med you need to open



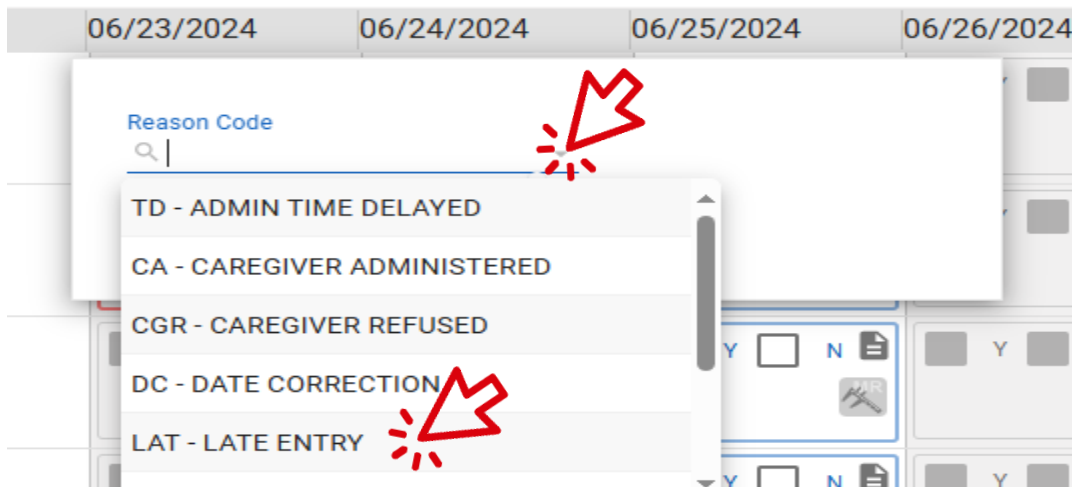
5.) You will see a box outlining the selected med/time



6.) In the bottom right, click the white button to open the med



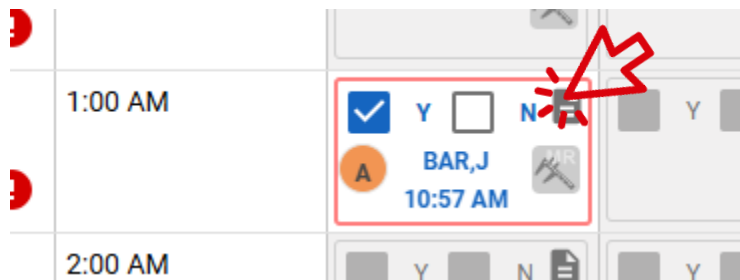
7.) In the reason code pop up, click the drop-down arrow and select Late Entry from the list, then click OK to close



8.) It will now be open, and you may check the Y or N box as appropriate.

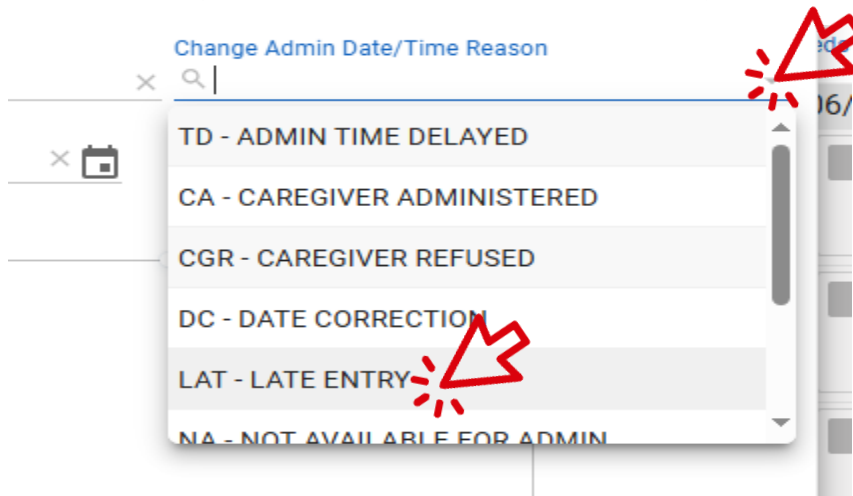
9.) If you checked the Y box, go to step 10; if you checked the N box follow below:

a. After checking the N box, click the note icon to open the admin details box



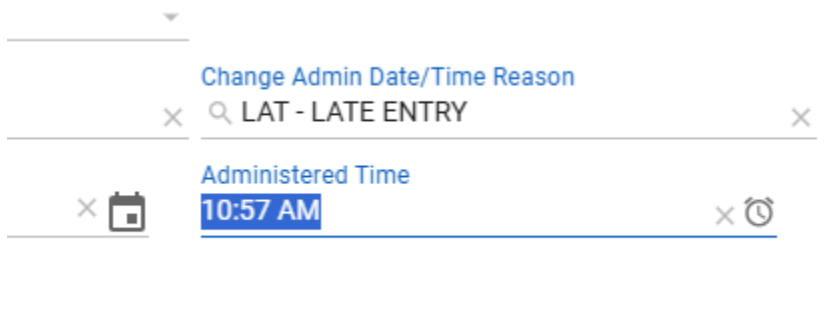
10.) Now change the admin time to reflect the time given:

a. In Change Admin Date/Time click the drop-down arrow then select Late Entry



11.) Now change the admin time

a. Click the time to change the admin time. It will accept military or AM/PM format



12.) After changing the time click OK in the bottom right to finish.

13.) Ensure the correct time appears and that it is under the correct date

