VIEDOC™ eLearning

Enter / change data

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1 **Change visit data**

- To edit saved data click the status icon for the form and click the "Change" button to open the form for changes. Edit the data and click the "Save" button.

- If data is changed the audit trail is activated and a reason for change must be given to save the form. Choose a reason for change in the drop-down list or write another reason in the free text field to the right of the drop-down list.

- If the form that is changed was signed the signature will be broken and the form will need to be signed again.

- The "Cancel" button will take you back to the Visit calendar without changing the form data.

- Log form data is changed by opening the log row and clicking the "Change" button. If data is changed the audit trail will be activated.

2 **Change patient information data**

- Click the menu link [Patient information] to open the Patient information page. Click the "Change" button to open it for changes.

- If data is changed the audit trail is activated and a reason for change must be given to save the page.

- If the patient information page was signed the signature will be broken and the page will need to be signed again.

- The "Cancel" button will take you back to the Visit calendar without changing the Patient information page.