



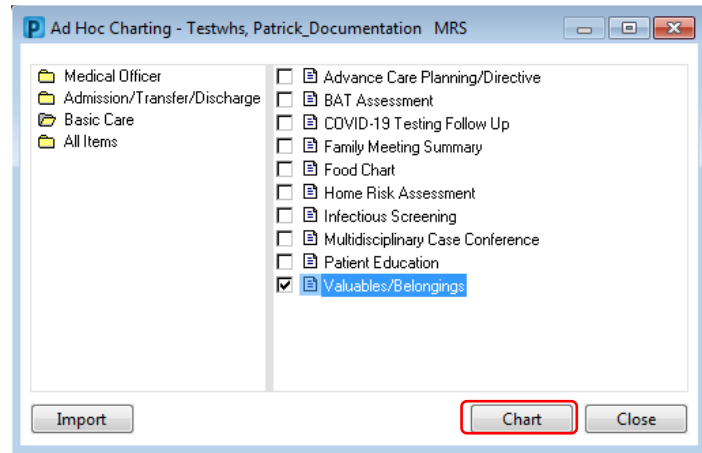
EMR Quick Reference Guide

Documentation – Adhoc Notes

1. Select **Adhoc Notes** from the **Navigation Tool Bar**

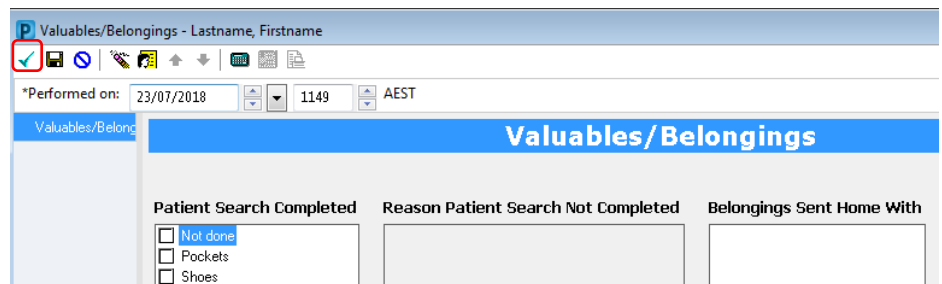


2. Select the folder you wish to expand e.g. **Basic Care**
3. The folder of options will open
4. Make your selection e.g. **Valuables/Belongings** and then click **Chart** in the bottom right corner



5. This will open the Powerform, as shown:

6. Once you have completed your entry, **sign** the document by clicking on the **green tick** in the top left corner, as shown:



7. A record of your document will now be able to be viewed in **Form Browser**, as shown:

