

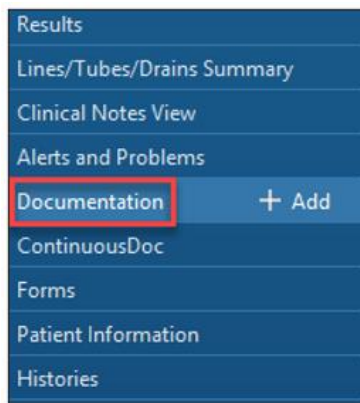


# Revise Note after Signing with Tracked Changes

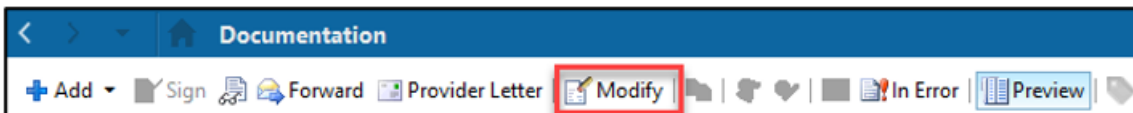
Selecting *Modify* in Documentation will prompt the user to choose between *Addend* (add new section/information) or *Revise* (modify the existing content with tracked changes).

## Revising a note

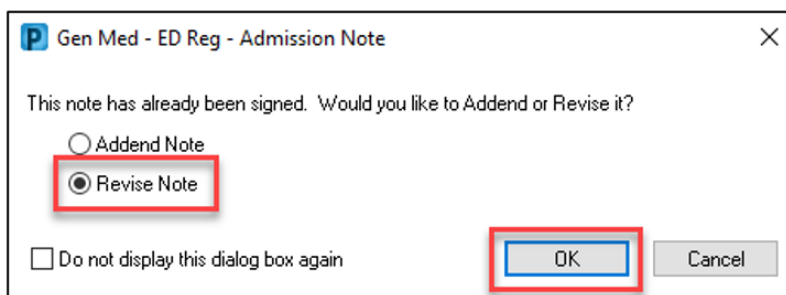
1. Login to *PowerChart* or *FirstNet* using novel credentials.
2. Navigate to the *Documentation* tab.



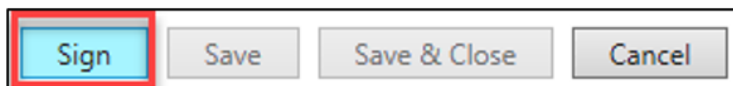
3. Select the note to be modified. Double click on the note or select *Modify*.



4. A dialogue box will appear. Use the radio buttons to select *Revise Note*. Click *OK*.



5. Update the document as required and click *Sign*.



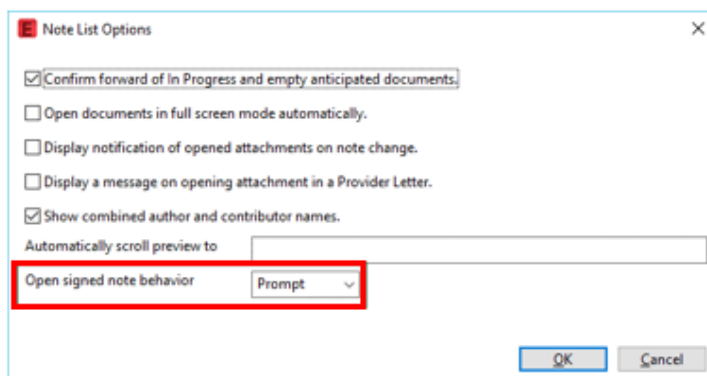
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If the *Do not display this dialog box again* is ticked, the user will no longer be prompted to choose between Review and Addend. To reactivate this prompt:

1. Navigate to the *Documentation* tab.
2. From the top menu bar, select *View > Customise*.



3. Change the *Open signed note behaviour* to *Prompt*.

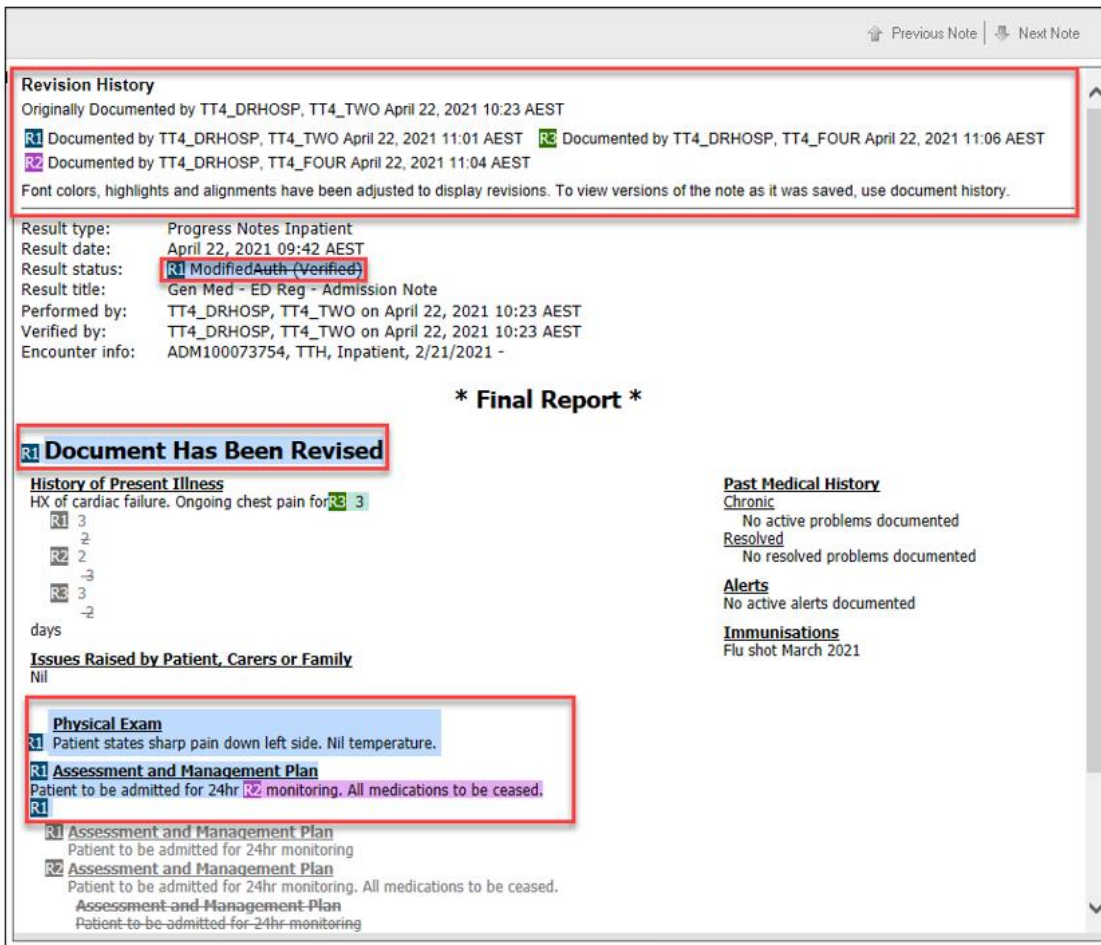
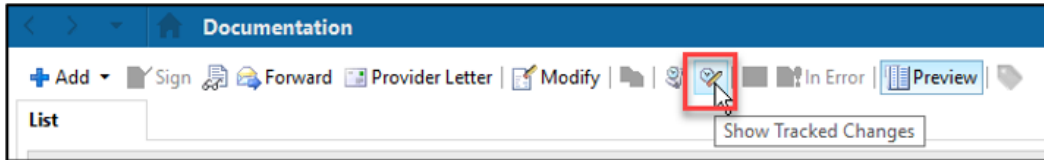


4. Select *OK*.

## Reviewing Tracked Changes

6. To review the tracked changes in the *Documentation* tab, select the *Show Tracked Changes* icon from the documentation toolbar.

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7. The tracked changes will appear on the left side in the preview section of the selected document.

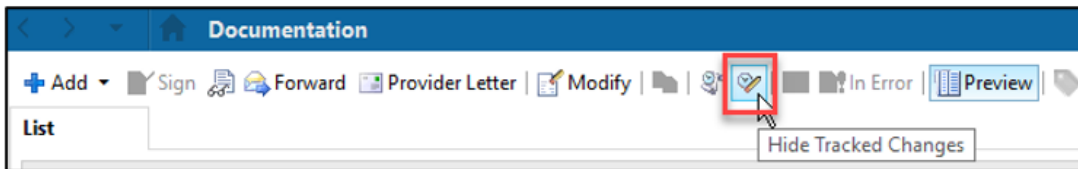
**Note:** The Revision History at the top of the document will clearly outline all users who have edited the note and how this is indicated in the tracked changes.



**Revision History**  
 Originally Documented by TT4\_DRHOSP, TT4\_TWO April 22, 2021 10:23 AEST  
 R1 Documented by TT4\_DRHOSP, TT4\_TWO April 22, 2021 11:01 AEST R2 Documented by TT4\_DRHOSP, TT4\_FOUR April 22, 2021 11:06 AEST  
 R2 Documented by TT4\_DRHOSP, TT4\_FOUR April 22, 2021 11:04 AEST  
 Font colors, highlights and alignments have been adjusted to display revisions. To view versions of the note as it was saved, use document history.

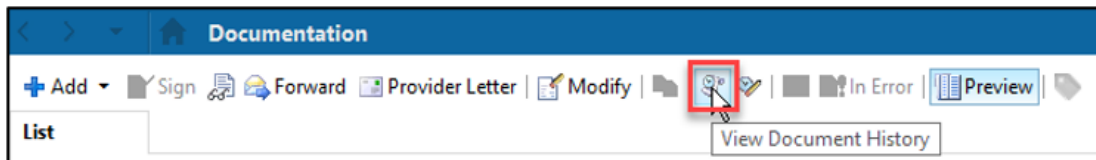
# Revise Note after Signing with Tracked Changes

8. Click the *Hide Tracked Changes* icon to hide this information.



## Viewing Document History

9. To view the editing history of a document, select the *View Document History* icon.



10. The *Document History* for the selected note will appear. Click *Close*.

