

Quick Reference Guide


Deleting Scanned Documents (Desktop)



1

Select patient from the list. This opens their **Clinical** page.


2

On the left side, locate the **Notes** section. Select on the drop-down arrow  to choose **ED Admin Data** from the options.

3

Scroll down to find **Other Documents** and select on it.

4

Select on the name of the file.
select the appearing trash can icon  to delete.

5

Select **Yes** to confirm.