Assessments have required and non-required sections. Sections of an assessment not required may be activated for the current visit or future visits. The section may also be deactivated at any time.

Activating and Deactivating an Assessment Section

Sections of an assessment not required for your visit may be activated to enable documentation. Sections can be deactivated at any time.

➢ **Activating a Section**

STEP 1: From within the **assessment**, tap the **three dots** at the lower right and tap **Show Details**.

STEP 2: Tap the applicable section in the left column.

STEP 3: Tap the **three dots** in the lower right then tap **Activate**.

STEP 4: Select either activate **For this assessment only** or **For this and future assessments** also.

➢ **Deactivating a Section**

STEP 1: From within the **assessment**, tap the **three dots** in the lower right and tap **Show Details**.

STEP 2: Tap the applicable section in the navigator on the left.

- It is **important** you tap on the correct section to not inactivate another section in error.

STEP 3: Tap the **three dots** in the lower right and tap **Deactivate**.

STEP 4: Warning will appear to confirm deactivation.