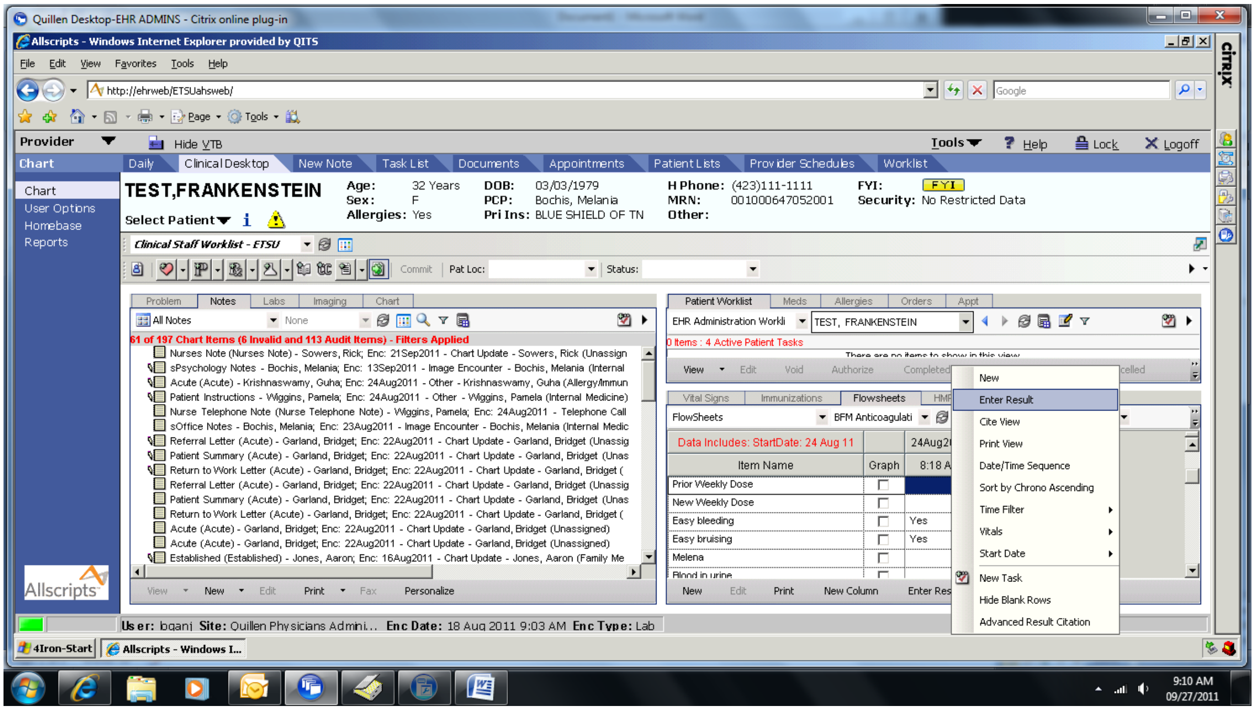
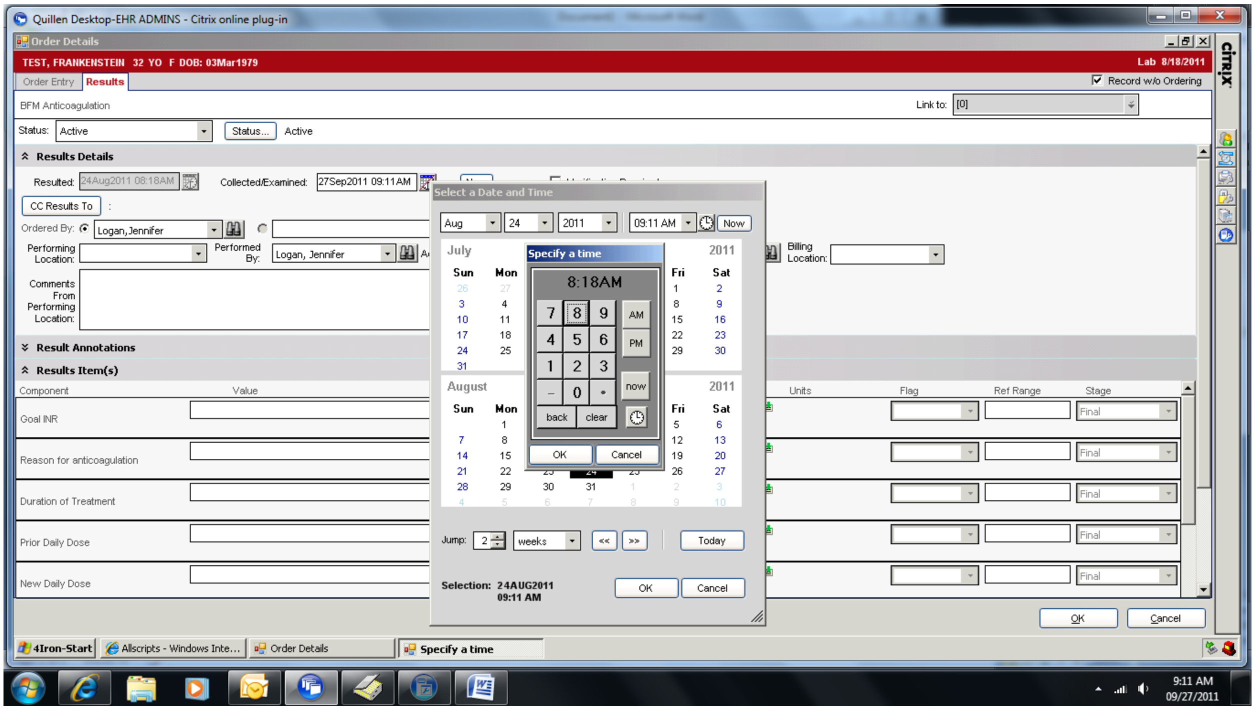
To Add Items to a Pre-existing Flowsheet

There are a few extra steps involved in this, but it can be done….

Take note of the date and time on the column that you want to edit. Right click in the field you want to change and click on "Enter Result."



In the date/time field, enter the same date and time from the column you want to edit.



To fill in the time, click on the clock icon next to the time field, and enter the exact time from the column. Click OK to close the "Specify a Time" box, and then click OK to close the "Select and Date and Time" box. Choose a Performing Location and then fill in the flowsheet items as desired. Please note that if you fill in a field that has already been filled in, it will create another column, even if the date/time is the same. However, you can fill in blank rows in the flowsheet by following the above steps.