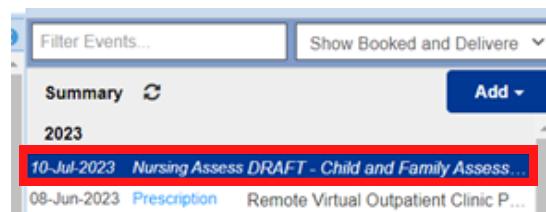


Drafts Now Showing in the Events Summary in ppm+

Important:

Please note that from 21st August 2023, the Save Draft functionality will be removed from Clinical Note and Free Text Annotation.

PPM+ Drafts are now visible in the Events Summary. Please note the entry is prefixed by DRAFT.



You can **View**, **Edit** or **Discard** a Draft when using the Edit screen. You will still be able to access or edit drafts via the 'In Progress' section of 'Add > Clinical Document'.



Use the 'X' at the top of the window to close the Draft without saving any changes you have made to it.

A screenshot of the PPM+ Draft form for a 'Child and Family Assessment'. The form header shows patient details: 'TESTTEAM, Seven (Mr)', 'Born 01-Jan-1992 (31y)', 'Gender Male', 'NHS number 999 009 9529', 'Address St. James's University, Beckett Street, Leeds, LS9 7TF', and 'PAS number 4933050'. The main content area is titled 'Milestones and Development' and contains a question 'Are milestones being met?' with 'No' and 'Yes' radio buttons. Below this is a 'Communication' section with a 'Select all that apply' prompt. At the bottom of the form, there are three buttons: 'Discard' (highlighted with a red box), 'Save Draft' (highlighted with a red box), and 'Submit' (highlighted with a red box). Red arrows point from the text instructions to these buttons and the close button at the top right.

Select 'Discard' to Delete the Draft. Please note, this will delete the entire Draft not just any changes.

Select 'Save Draft' when you have made changes but have further information to add before you want to submit the eform.

Select 'Submit' when you have completed the eform.