

### Important Content Update Message

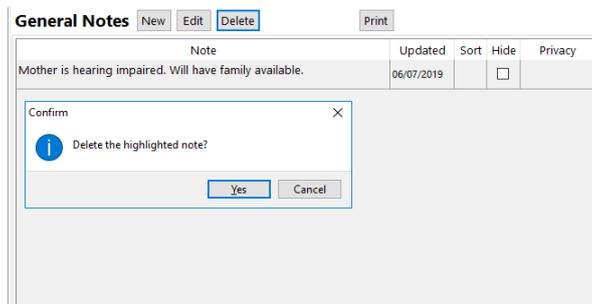
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# Delete a General Note

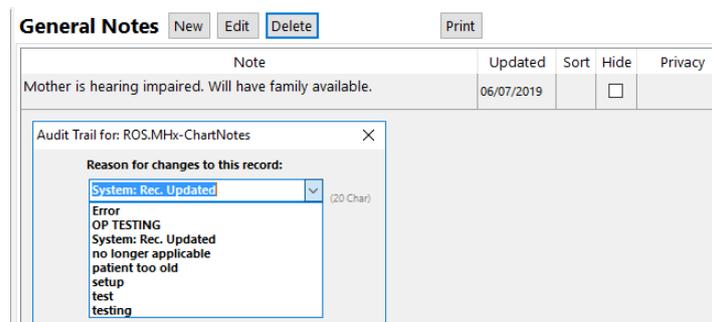
Last Modified on 12/10/2019 2:55 pm EST

Version 14.19

1. From a patient chart, open the General Notes using one of the methods below.
  - Click the General Notes **button** in the Windows Navigation Panel of the patient's chart.
  - Click the General Notes **heading** in the Clinical Overview window in the patients chart.
2. Highlight the note you wish to delete.
3. Click the **Delete** button.
4. Click the **Yes** button in the Confirmation dialog box window. The audit window is displayed.



5. Click the drop-down arrow and select an option from the list.



6. Click the **OK** button.

Version 14.10

1. Open the General Note List.

2. Highlight the note you wish to delete.
3. Click on the **Delete** button on the toolbar above the note.
4. Click **Yes** in the pop-up box that appears asking if you want to Delete the Highlighted Note.
5. Another Pop-up window will ask you for your reason for deleting. Select or Write in your reason and click OK.

