

Important Content Update Message



We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**

Edit or Delete a Scanned Item

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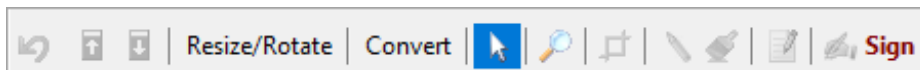
Version 14.19

Overview

In this article you will learn how to edit or delete a scanned document.

Edit a Scanned Document

1. Open the document that needs to be changed.
2. Click the **Edit** button. The Document List is panel is changed to the Acquisition panel.
3. If needed, use the Editing toolbar located at the bottom of the window to make the necessary edits to the document itself.



The Editing toolbar includes the following:

- **Undo Last Edit button** (icon of a curved arrow): This button activates after making a change to the document.
- **Move current page up/down:** Re-orders the page sequence. Click the page, then move up or down as desired.
- **Resize/Rotate:** Click this button to display a menu of options (Resize to 8.5 x 11"; Resize Image; Rotate 90° CCW; Rotate 90° CW; Rotate 180°; Flip Horizontal; Flip Vertical).
- **Convert:** Click this button to display a menu of options (Convert to Black/White; Convert to Grayscale; Convert to TrueColor; Antialias; Invert Colors; Adjust Brightness/Contrast).
- **Cursor tool**
- **Zoom button** (icon of a magnifying glass)
- **Cropping tool**
- **Drawing tool** (icon of a pencil)
- **Highlight tool** (icon of a paintbrush)
- **Add Annotation tool** (icon of a pencil on paper)
- **Sign:** Allows the end user to add a signature to the selected document. Adding a signature does *not* mark the item as Reviewed.

4. Make edits to the Item Type, Category, or Notes fields in the document details panel where necessary.
5. Click the **Save** button to save.

Delete a Page from a Scanned Document

1. Open the document that contains the page that should be deleted.
2. Click the **Edit** button.
3. Select the page from the thumbnail panel.
4. Right-click on the page and select **Delete Page**.
5. Click the **Save** button to save the change.

Delete an Entire Scanned Document

1. Open the document that contains the record to be deleted.
2. Click the **Edit** button.
3. Click the **Delete** button.
4. Click **Yes** in the warning box to confirm that you would like to delete the entire record.
5. Enter a reason for the change in the Audit Trail window.
6. Click the **OK** button.



Note: If you need to delete documents that are in different patients' charts, delete them one document at a time.