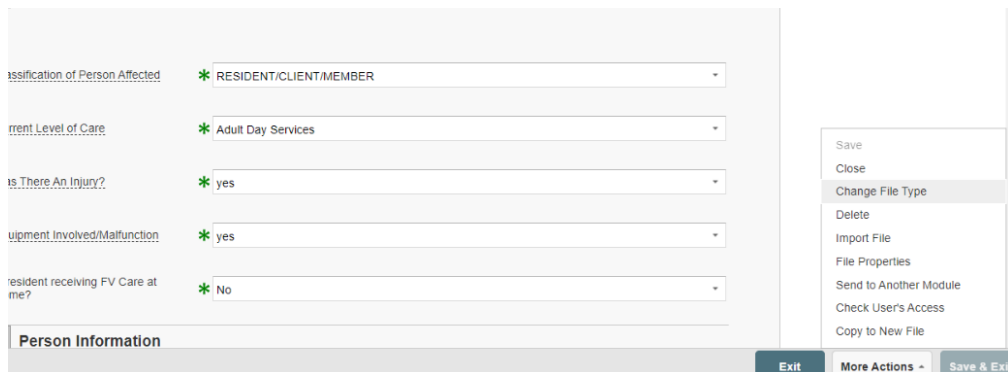


Changing the File Type

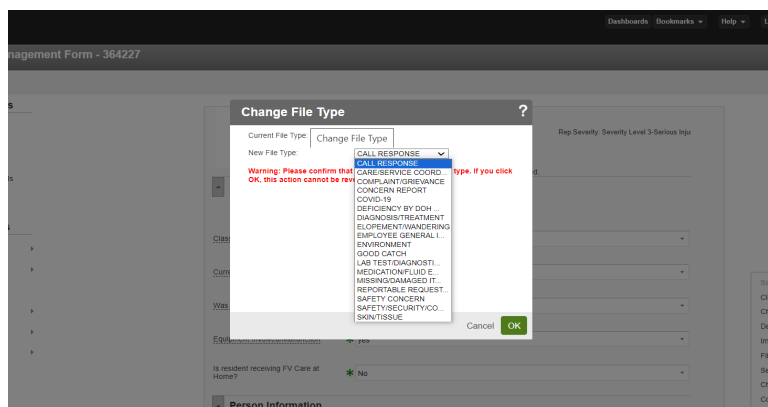
Once you determine that the general event type (i.e., Fall, Safety/Security/Conduct, or Skin/Tissue) needs to be changed, follow the steps below:

1. Click the More Actions menu button in the bottom right corner of the screen
2. Select Change File Type



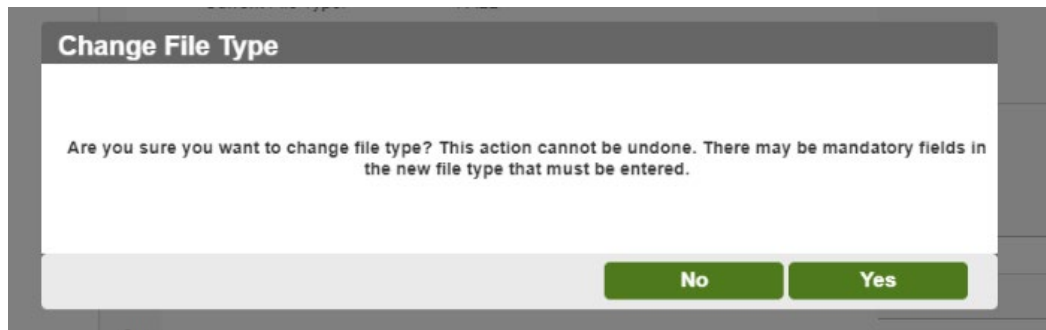
The screenshot shows a form with several dropdown menus. The 'More Actions' menu is open, showing options like 'Save', 'Close', 'Change File Type', 'Delete', 'Import File', 'File Properties', 'Send to Another Module', 'Check User's Access', and 'Copy to New File'. The 'Change File Type' option is highlighted.

3. From the drop-down list, select the correct event type and click “OK”



The screenshot shows a 'Change File Type' dialog box. It has a 'Current File Type' dropdown set to 'CALL RESPONSE' and a 'New File Type' dropdown with a list of options including 'CALL RESPONSE', 'CARE SERVICE COORD...', 'COMPLAINT/GRIEVANCE', 'CONCERN REPORT', 'COVID-19', 'DEFICIENCY BY DOH', 'DIAGNOSIS/TREATMENT', 'ELOPEMENT/WANDERING', 'EMPLOYEE GENERAL L...', 'ENVIRONMENT', 'GOOD CATCH', 'LAB TEST/DIAGNOSTI...', 'MEDICATION/FLUID E...', 'MISSING/DAMAGED IT...', 'REPORTABLE REQUEST...', 'SAFETY CONCERN', 'SAFETY/SECURITY CO...', and 'SKIN/TISSUE'. A warning message is displayed: 'Warning: Please confirm that OK, this action cannot be reversed. If you click OK, this action cannot be reversed.' The 'OK' button is highlighted.

4. A pop up dialog box will appear asking if you are sure, click “Yes”



5. Complete the additional fields that populate in the form (in the Specific Event Details section)
6. Save and Exit