**Public Drafts for Standardized (AllStar) Discharge Summary Note**

3/6/14 lg

**1.** Original author saves DC Summary/Note as a draft. **

2**. When another author opens the draft, the following warning will appear, requiring the end user to acknowledge and select ‘ok’ before editing is allowed: (*This warning will display each time the draft is opened for editing when the author is different from the previous author*.)



**3.** After the document has been saved as final, use the ‘Show Versions’ option in the ‘This Document’ menu to view details of each version.

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