

## EVOLVE – FINALISE A LIVING FORM

**Note:** Since the introduction of MediViewer EDMS, Living Forms now display in its own **Living Forms** section.



Living forms are distinguished from other documents in the tree view by a Living Form icon:



 17-04-2026 MultiSpec Continuation Sheet

You can now input and view from this screen.

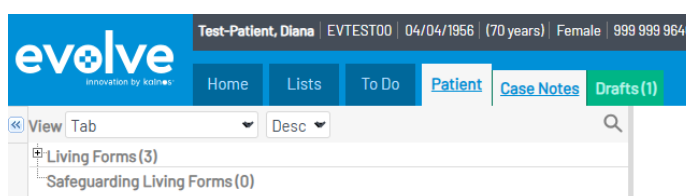
It is possible to take a **Snapshot** of a living form at a given time; a snapshot creates a document that is a read-only copy of a selected report, representing the state of the living form at the date of the snapshot creation.

Once a snapshot has been taken, this will appear in the patient's casenotes in **MediViewer**.

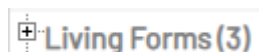
**Finalising** a living form, locks it from adding or updating its data. A read-only document is created from the living form, containing all the available reports in a single document.

Once a Living Form has been **finalised**, this will appear in the patient's casenotes in **MediViewer**.

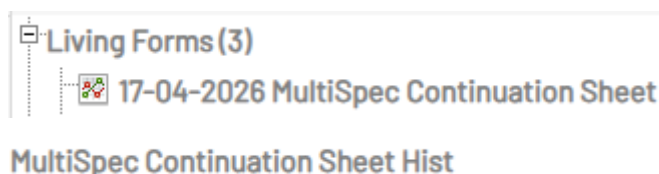
To view the **Form** from the patient's case notes:  
Search for the patient and open their record.






Expand the tab **Living Form**, by clicking on the **+ sign** and this shows the document that has been added to that tab with the date and the name of the form



Select the form by **left clicking** on it and this then displays on the **History** tab



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Click the <b>Finalise</b> button at the top right of the viewer	
Click <b>Yes</b> to confirm (or <b>No</b> to cancel if it's a mistake)	<p>Confirm finalisation of Living Form</p> <hr/> <p> Are you sure you want to finalise Living Form? This operation can't be reverted.</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>
The following message will appear, click on <b>OK</b>	<p>Living Form finalisation started</p> <hr/> <p> Finalisation process has started. It may take some time to generate final snapshot</p> <p><input type="button" value="OK"/></p>
Once finalised, this will appear in the patient's casenotes in <b>MediViewer</b> .	