Add a Document	
Select **Add Document**	
Select a document e.g. Nursing: Daily Summary	
Click **Add**	
Click **OK** to confirm	
Select **Save Chart**	
To add a document where you can change the title (i.e. wound care, visiting team or therapist form)	
Select **Add Document**	
Select the document e.g. Visiting Team - <Add team specialty here>	

Add a Document	
Click **Add**	
Click **OK** to confirm	
After adding a form, you can change the title when pink (i.e. wound care, visiting team or therapist form)	
Double click on the title	◄ **Medical Notes** │ Visiting Team - <Add team specialty here> 21/06/2018 10:16
Change the **Title** and click on **OK**	
Select **Save Chart**	
To print the handover sheet:	
Select the **XLinks** tab	Home Chart XLinks
Reports Page will show handover sheet which can be printed	