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:
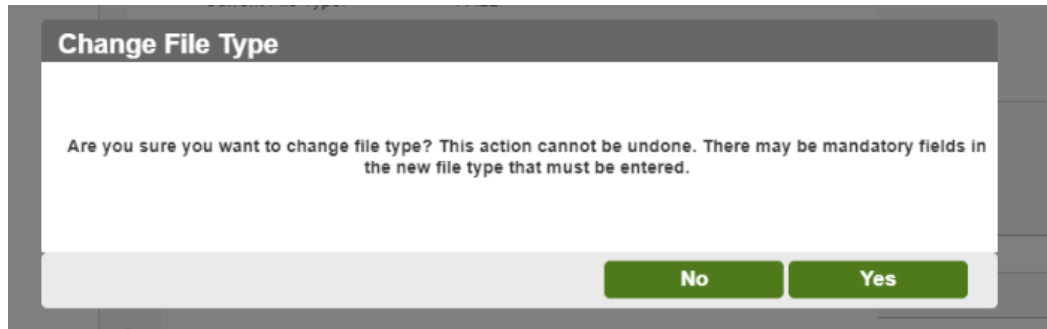
1. Click the More Actions menu button in the bottom right corner of the screen

2. Select Change File Type

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

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

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Change File Type

Are you sure you want to change file type? This action cannot be undone. There may be mandatory fields in the new file type that must be entered.

No   Yes

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

6. Save and Exit