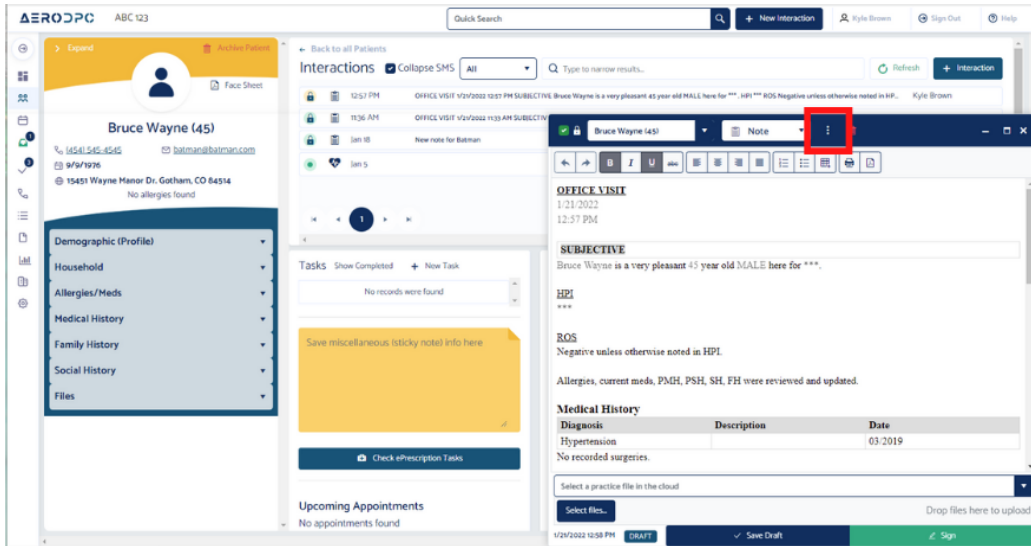
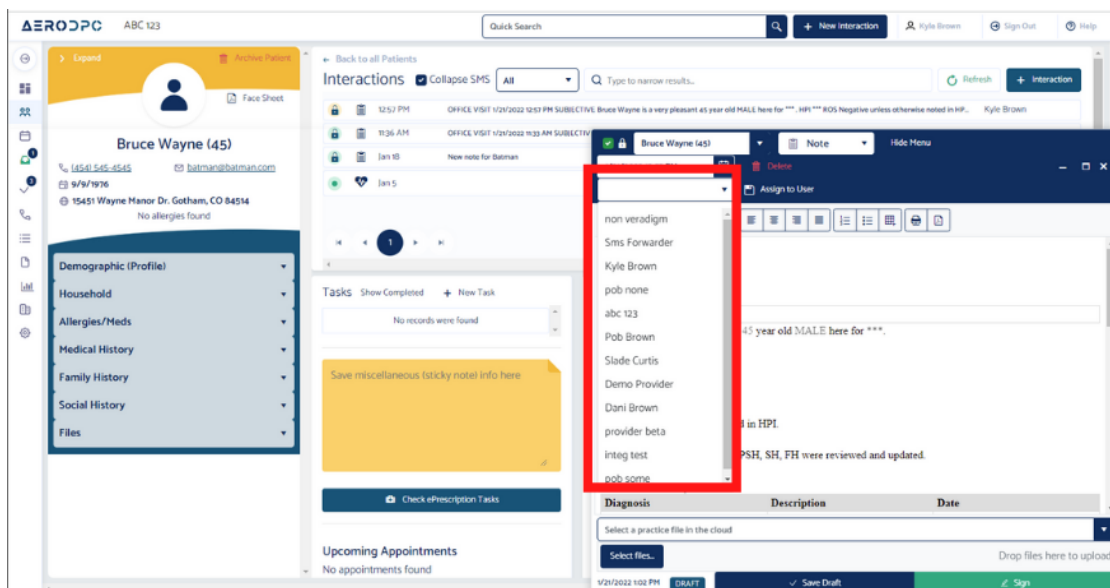


Assign Drafts to Other Staff

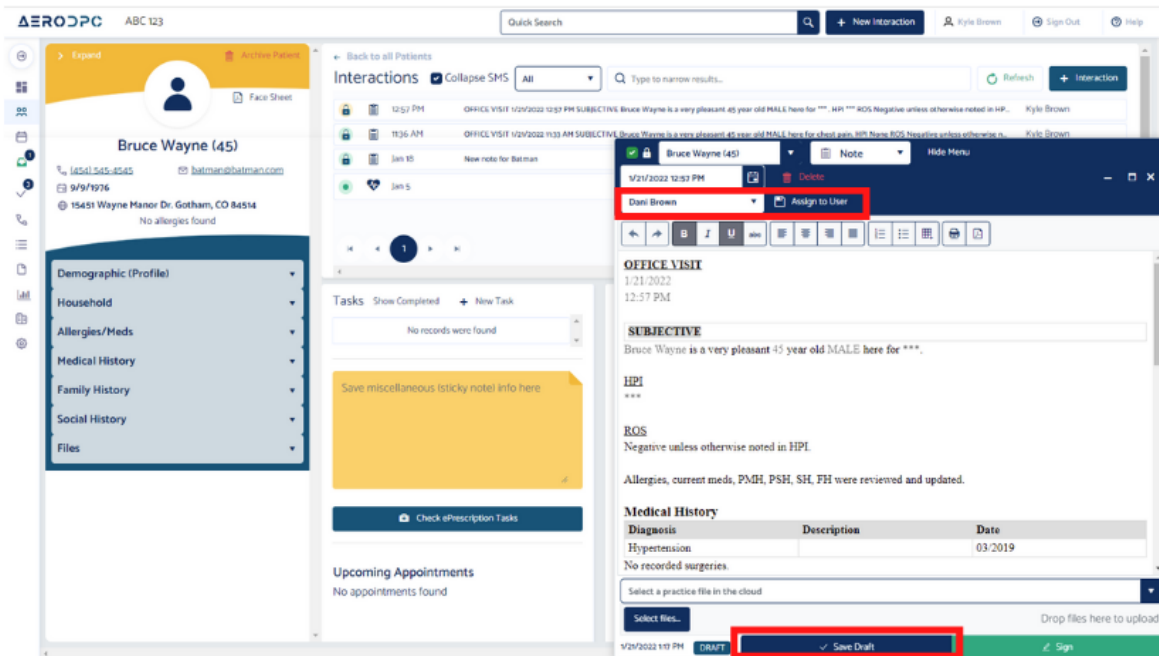
1. You have the option to assign drafts to other staff members. Once you have started a draft interaction you can click on the 3 dots menu to see more actions.



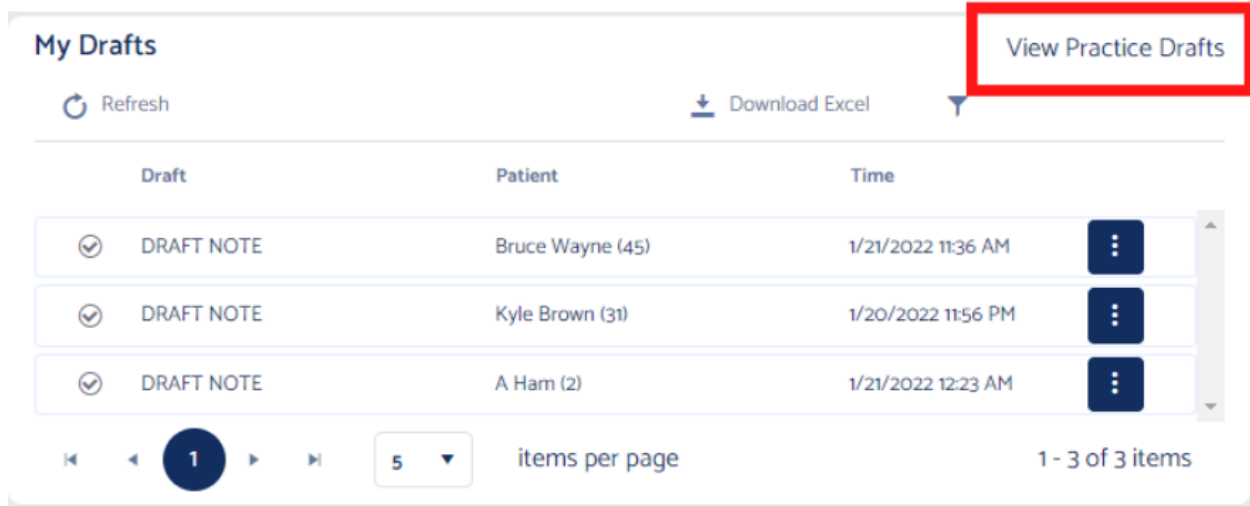
2. A new option will appear “Assign to User” with accompanying dropdown menu. This dropdown will show all other staff members.



3. Select a user, then click “Assign to User.” This will then make a notification show on that user’s dashboard. Click “Save Draft” and close this window out.



4. To see all drafts click “View Practice Drafts” in the drafts section.



5. You will then see the details of all unfinished drafts in the practice. Well done!

The screenshot shows the AERODPC web application interface. At the top, there is a header with the logo 'AERODPC', the text 'ABC 123', a search bar, and navigation links for 'New Interaction', 'Kyle Brown', 'Sign Out', and 'Help'. Below the header is a table with the following columns: Draft, Patient, Assigned, and Time. The table contains five rows of draft notes. At the bottom of the table, there is a pagination control showing '1' of 5 items, '5' items per page, and '1 - 5 of 5 items'.

Draft	Patient	Assigned	Time
<input checked="" type="checkbox"/> DRAFT NOTE	A Ham (2)	Dani Brown	1/21/2022 10:33 AM
<input checked="" type="checkbox"/> DRAFT NOTE	A Ham (2)	Dani Brown	1/20/2022 11:55 PM
<input checked="" type="checkbox"/> DRAFT NOTE	Bruce Wayne (45)	Kyle Brown	1/21/2022 11:36 AM
<input checked="" type="checkbox"/> DRAFT NOTE	Kyle Brown (30)	Kyle Brown	1/20/2022 11:56 PM
<input checked="" type="checkbox"/> DRAFT NOTE	A Ham (2)	Kyle Brown	1/21/2022 12:23 AM