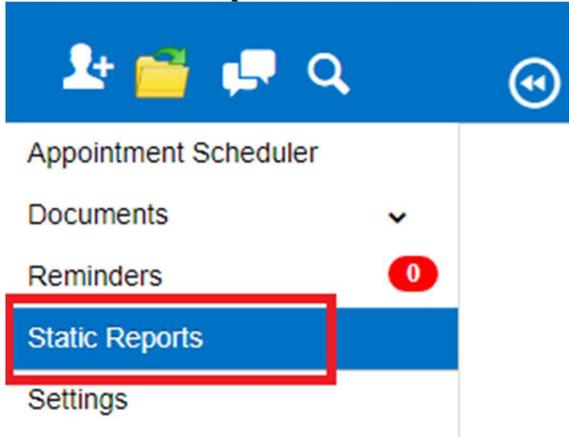
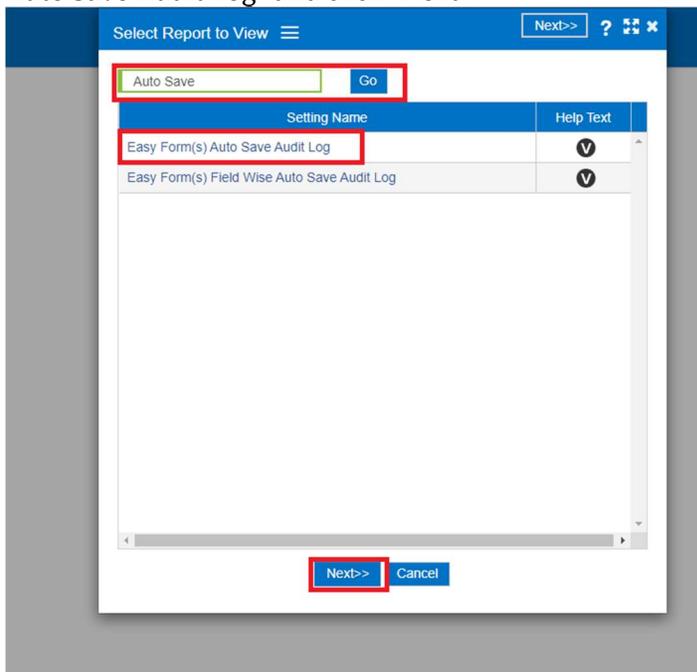


## How to Recover Auto Saved Notes in EHR

- Click on “Static Reports” in the left side folders under “Dashboard”.



- Enter “Auto Save” in the Search line and click Go or hit Enter on the keyboard. Select “Easy Form(s) Auto Save Audit Log” and click “Next”.



- Find your name under the “Logged User” search box and adjust the date range if needed (Default is one week), click Go.

- Select the note you would like to recover and click on “Move to Saved Notes”. You will be prompted to enter your EHR password.

Easy Form(s) Audit Log Information  

MR #	Patient Name	DOB	Easy Form Name	Status	Mode of Save	Saved Date
1126	test patient jack, test patient jack	03/27/2022	Authorization Revocation	Viewed	Auto Save	12/12/2022 02:53:21 P

Move to Saved Notes

View All Notes

Open Chart

- The recovered Note will be in the client chart and in your “My Saved As Draft Forms”.