**Change Tomo Plan Status**

**Note:** If you want to export a cancelled plan from Tomo, you must change the status to Approved, export, and then change the status back to Canceled.

1. Open Tomo Planning Station.
2. Go to Toolbox > Patient > Edit Patient.
3. Select the patient.
4. Select the plan whose status you wish to change.
5. Select the new status from the Plan Status dropdown menu.
6. Click *Save*.
7. Click *Close*.