
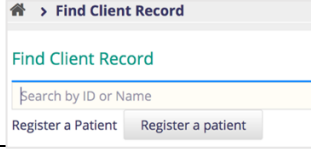
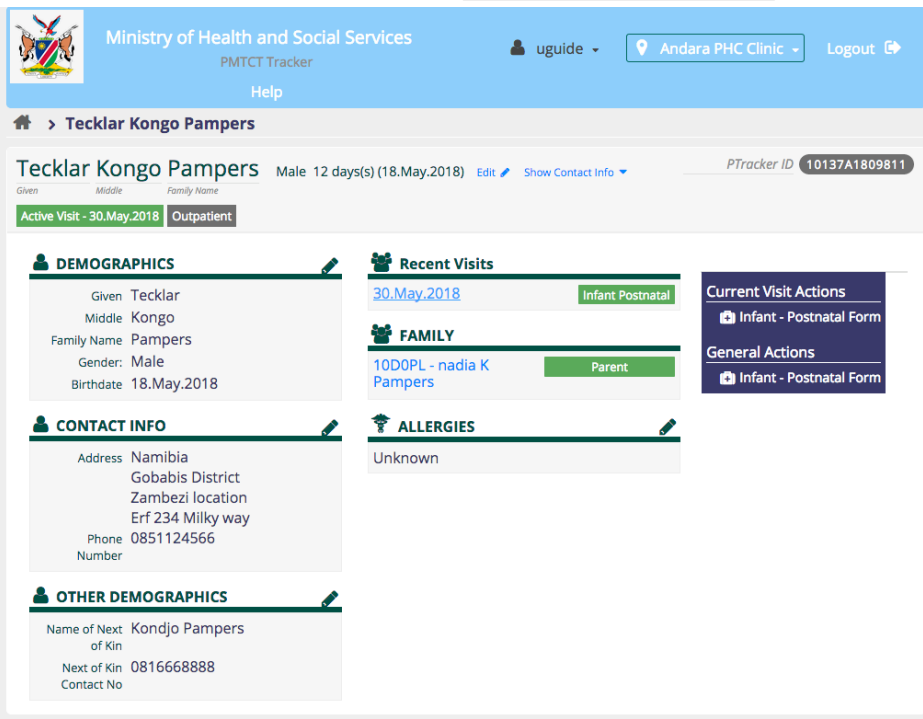
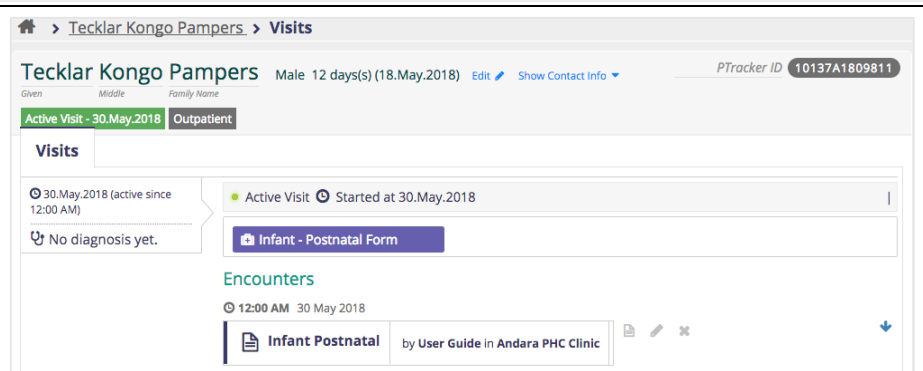

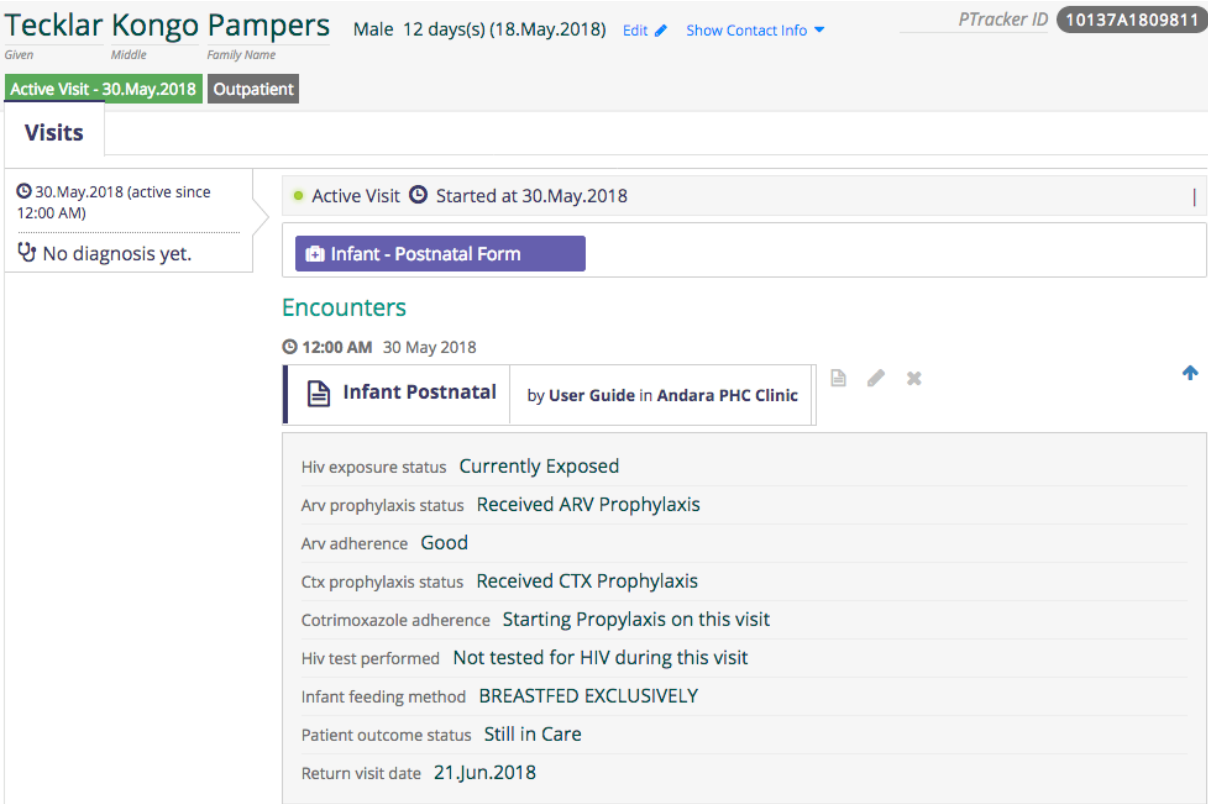

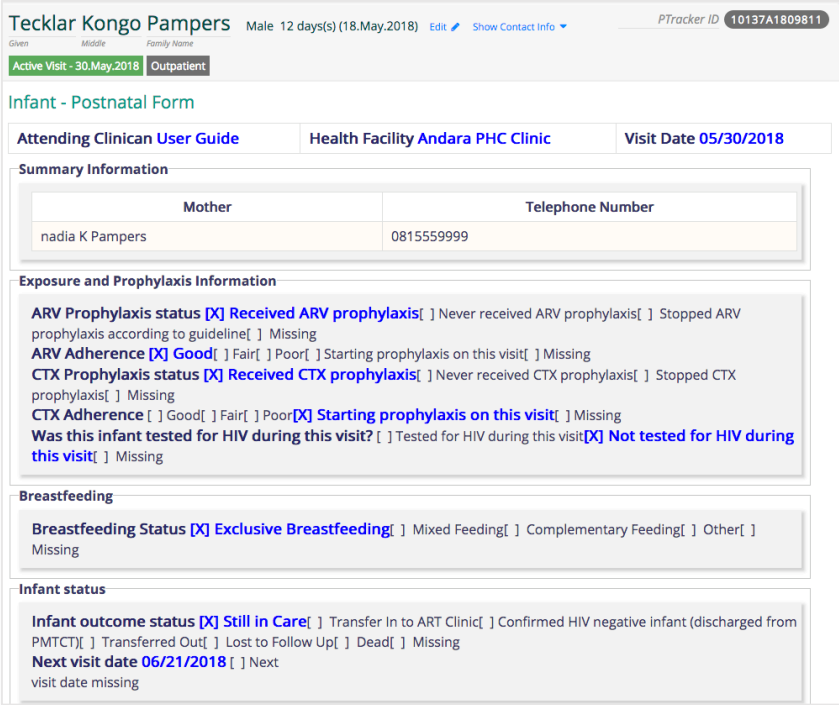

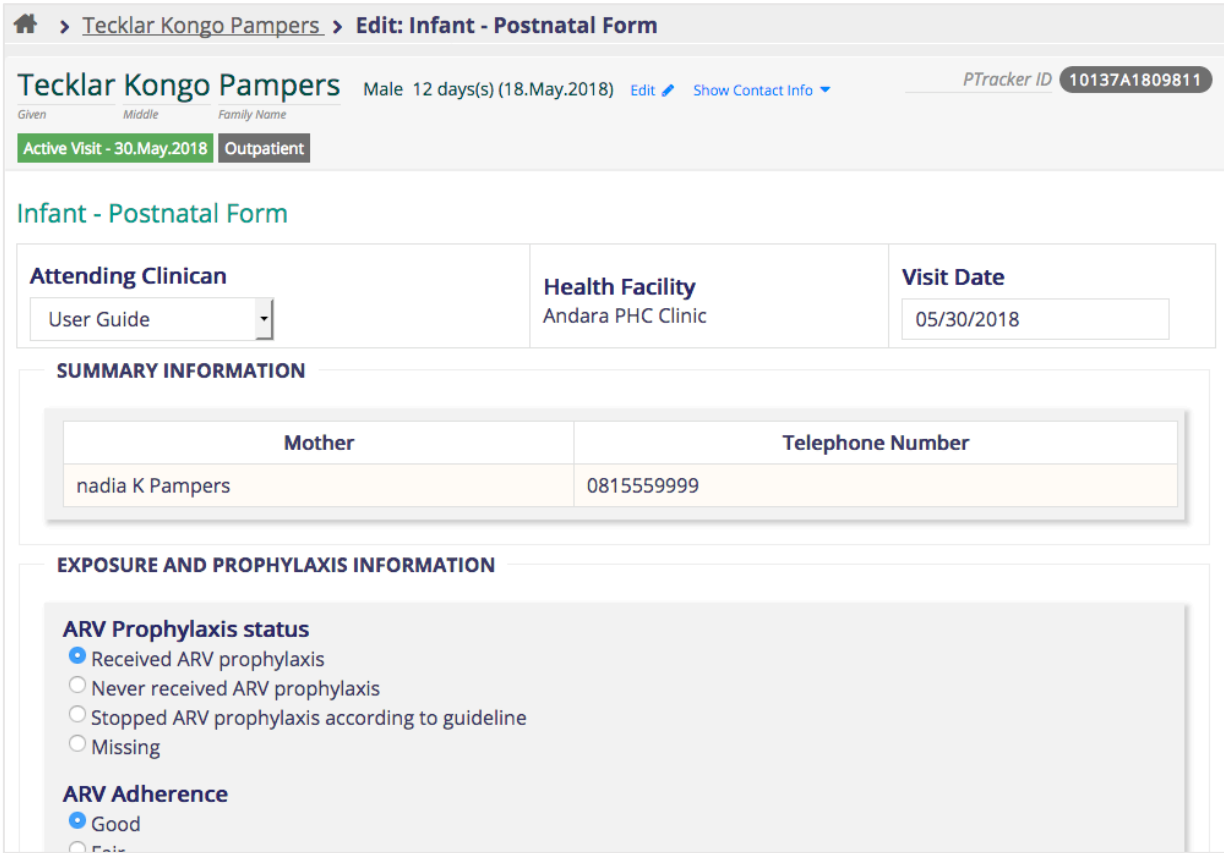
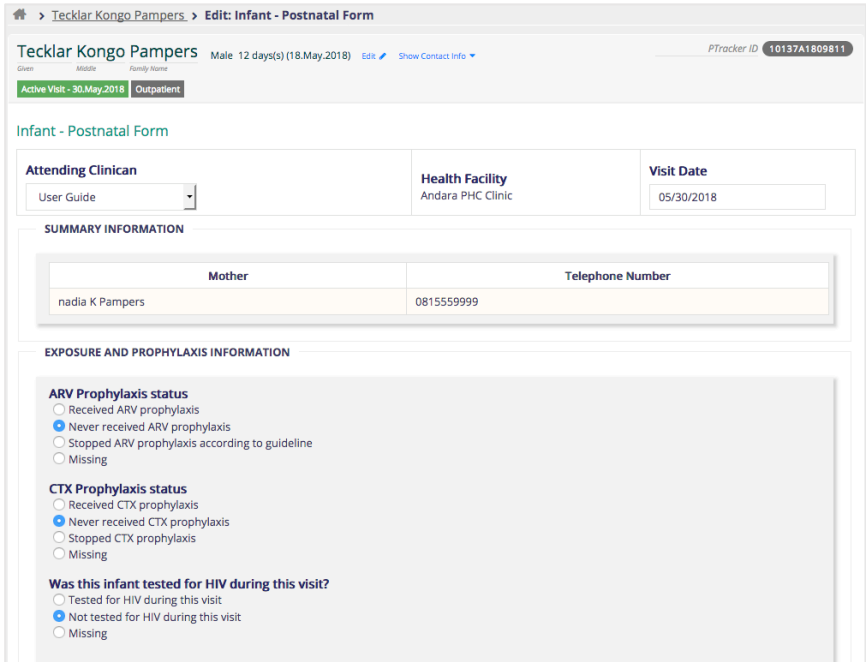


9. How To Edit Or View a Previously Captured Encounter In PTracker

Objective:	To edit or view a previously submitted encounter (ANC, Maternity, PNC) in PTracker.	
Tasks:	a) View a submitted client's encounter. b) Edit a submitted client's encounter .	
When:	When user what review a submitted for OR edit a form to correct a data error	
Who:	Facility staff with logins and who have data entry roles to create visits.	
Required Materials:	Username, password, hardware with a Firefox web browser or ODK collect application installed on tablets to access the PTracker.	
STEP	ACTION	
1.	Navigate to the Search Client screen to find the client whose record you want to view or edit by clicking on the Find Client Record button.	
2.	From the Find Client Record page, enter the client's name into the search box.	
3.	Once you locate the Clients Record, navigate to the main summary page shown below as shown below.	
3.	Click on the most recent visit date you want to view or edit. In this example I want to view/edit the Infant postnatal care visit recorded for 30 th May 2018 for the infant named Tecklar Kongo Pampers .	

STEP	ACTION
4.	<p>To view a summary of the details in a previously recorded encounter, click on the blue arrow sign pointing downwards. </p> 
	<p>Alternatively, you can click on the page icon  to view all the details in a previously recorded encounter.</p> 

STEP	ACTION
5.	<p>To edit the following details of a previously recorded encounter, click on edit button  to update or change previously recorded data elements. Once clicked it will take you to edit form as shown below</p> 
6.	<p>In this example, the ARV prophylaxis status on the infant form is edited from “Received ARV prophylaxis” to “Never received ARV prophylaxis”</p> 

STEP	ACTION	
7.	Editing is complete after clicking on Enter Form and the changes are submitted.	<div>Enter Form</div>
8.	To view submitted changes Repeat Step 4 above.	
Note: You can <u>only</u> edit the most recently recorded encounter. For example, if you enter a first ANC visit for September 1 st , 2017 and record a follow-up visit on October 30 th 2017 th . You can only edit the ANC encounter visit in October recorded in PTracker NOT the ANC visit in recorded in September.		