DocMgr: Need to remove document

Title

How to remove document from DocMgr

Purpose:

Follow these steps to remove a document from DocMgr.

Select the following link to view the instructional video. DocMgr - How to remove document from DocMgr

Process

Step 1.

Open the Web Browser (Microsoft Edge) and login to https://fmc4me.fmcna.com page.

Step 2.

Go to the Quick Links section on the Home Page and click on eCube clinical.

Step 3.

Navigate through the clinic options and select the appropriate one. Then, choose the patient from the census.

Step 4.

Access the patient record and click on the chain link icon.

Step 5.

Click on DocMgr option.

Step 6.

Select the document which has to be removed.

Step 7.

Find the "Bad document" option situated in the right corner of the page and click on it to initiate the document removal process.

Need additional assistance?

Contact the Help Desk or submit a service now incident. Please let them know the steps you followed and the title of the article as well as any errors that may have occurred. The Help Desk is your partner

in resolving this issue.

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