# PATIENT FOLDER:

The Documents Tab Actions

Documents and reports are displayed in the **Documents** tab. *Reports* are added to the **Documents** tab when they are previewed and signed using the **Preview Report** option in the **Exam Actions** menu. Documents are uploaded from a computer or electronic device using the **Add Document** button located at the top left-hand corner of the **Documents** tab.
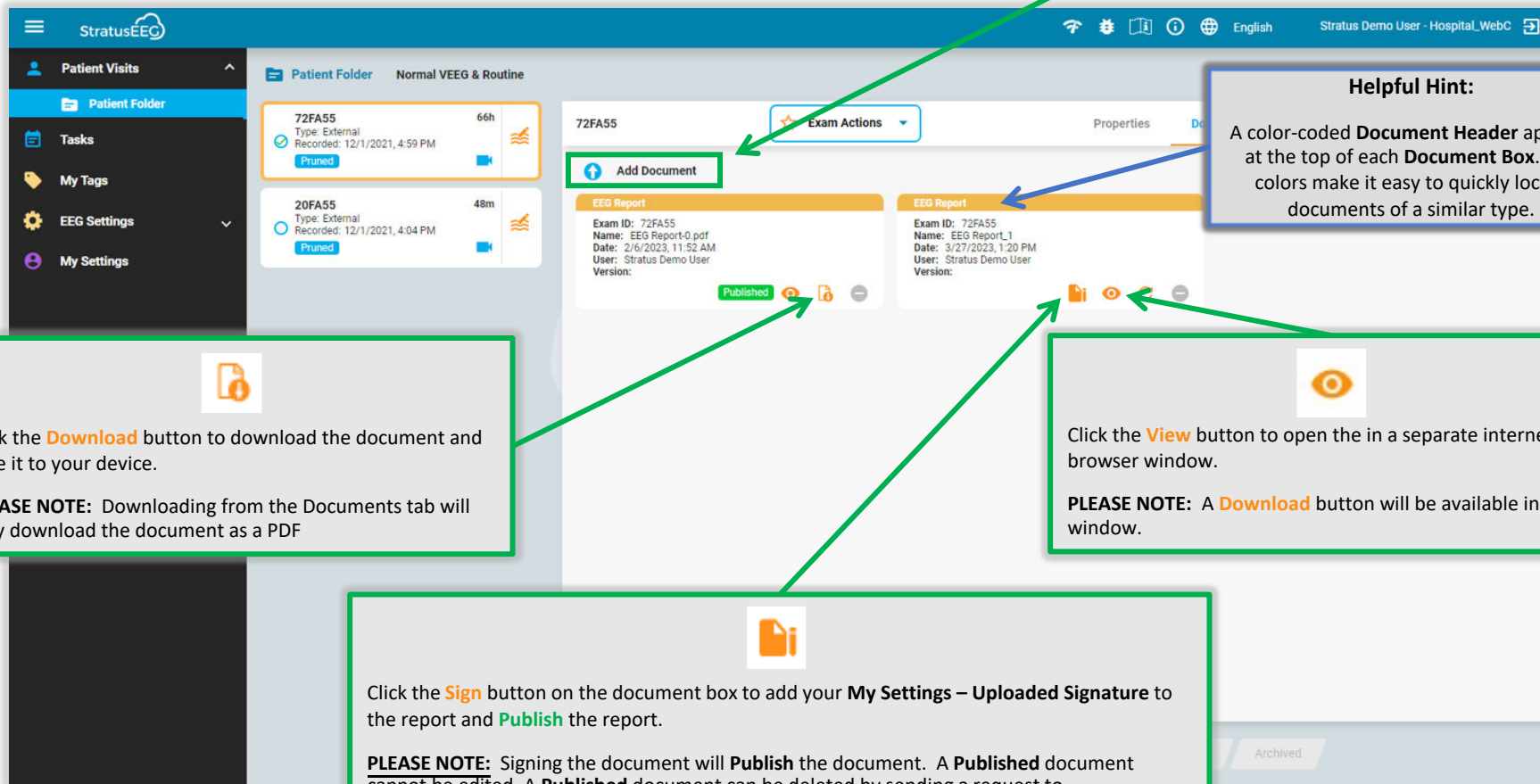
Helpful Hint:

A color-coded **Document Header** appears at the top of each **Document Box**. The colors make it easy to quickly locate documents of a similar type.

Click the **Download** button to download the document and save it to your device.

PLEASE NOTE: Downloading from the Documents tab will only download the document as a PDF

Click the **View** button to open the in a separate internet browser window.

PLEASE NOTE: A **Download** button will be available in this window.

Click the **Sign** button on the document box to add your **My Settings – Uploaded Signature** to the report and **Publish** the report.

PLEASE NOTE: Signing the document will **Publish** the document. A **Published** document cannot be edited. A **Published** document can be deleted by sending a request to support@lifelinesneuro.com.