Viewing and Editing an Existing Enquiry

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To View or edit an Existing Enquiry:

1. Click **Patients**.
2. Type the name of the Enquirer or the Subject of the Enquiry (i.e., the caller or potential patient).
3. Locate them in the search results. n.b. If you cannot find them refine the search by adding DOB, home phone or mobile number.
4. Click **Show** to view their record.
5. Once you are in their record, click **Correspondence**.
6. Click the **Enquiries** tab to see a list of Enquiries relating to them.
7. Click **Show** to view details of the Enquiry.
8. From here you can:
    a. Click to **Edit the Enquiry**, or
    b. Click to **Edit the Enquiry Assessment** (if your system administrator has set up an Enquiry Assessment).
9. Once you have made your changes, click **Update** to save.