

# Edit a Case

Last Modified on 15/07/2024 12:00 pm ACST

## Editing a case

1. [Search](#) for a patient.
2. Click **Show** to load the patient.
3. In the menu, click **Cases**.
  - a. A list of cases appears.
4. Click **Show** for the case you wish to edit.
5. Click **Edit**.
6. Modify the **Reference**, **Case Worker** and/or **Start** date, case checklist (if any) as needed.

EditHoldClosedCancelled

Dashboard / Clients / Miss Lady Smith / Cases & Programs / Aplha - 17

Aplha - 17

Case Number	17
Case Category	Aplha
Reference	
Case Worker	Dr Darlene HALL
Location	ADL
Status	Open
Start	14/05/2023
End	

EditHoldClosedCancelled

Dashboard / Clients / Miss Lady Smith / Cases & Programs / Case Test 1 - 15

Case checklist example

✓ One✕ Two✓ Three!

Case Test 1 - 15

Case Number	15
Case Category	Case Test 1
Reference	
Case Worker	Dr Darlene HALL
Location	ADL
Checklist	Case checklist example
Status	Open
Start	14/05/2024
End	

7. In the DVA Community Nursing panel, select the checkbox to indicate an **Accepted Disability Indicator**.
  - a. In the **Accepted Disability Text** field, enter information relevant to the accepted disability.
8. Click **Update Case**.