

## Suspending Forms in axiUm

Forms can be suspended if they cannot be approved or completed for various reasons. Suspending the form removes it from the unapproved items list in Personal Planner. The form can be re-opened at a later date without losing the information.

**Hit the Suspend button (pause button on side toolbar)- enter a Reason and have faculty approve.**



**To reopen the form at a later date if needed, just hit the Play button and have faculty approve.**



The screenshot displays the 'Suspend Form' dialog box in the axiUm software. The dialog box contains the following information:

- Form: LSUSD PG Oral Surgery Referral
- Reason: patient does not want ext's now
- Buttons: OK, Cancel

The background shows the main interface with the following details:

- Change Date: 05/30/2016
- Form Question: LSU Oral and Maxillofacial Surgery Referral Form
- Form Fields: Student Name, Student Contact Info: (Required), Facility being referred to.
- Table of Questions:

Question	Yes	No	Unanswered	Date
Is Team Leader recommending that these procedures be performed on 4th floor only?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	05/30/2016
- Form Instructions: Complete the remainder of this form before meeting with OS Faculty for dispensation. To be answered and approved by OS Faculty: These procedures are approved to be done on
- Right Sidebar: List of dates and form names, including 07/28/2011, 09/07/2011, 03/06/2013, 10/05/2015, PG Pedo Informed Consent, and Pediatric Comprehensive Exam.