

Here are the steps to switch the settings back and forth for the custom forms. I also attached an encompass article that explains how to switch it back and forth. I have an appointment at 11:30 today so I have to leave at 11 and just wanted to send this in case it needs to be switched while I'm gone.

I will call Encompass about it this morning and see if anyone can help me fix it in the meantime.

*Close Encompass completely"

1. Click the Start menu on your computer and start typing 'Admin Tools'
2. Double click Settings Manager
3. Login as admin
4. When the settings open up, select EDS for the Category in the drop down menu
5. Under EDS Custom form Processing - switch the value to either True or False. Lucy and our Ops side need it to be True, Chris and Alex need it to be False.

It's a pretty easy process but I will try and call so we can have a longer term fix!