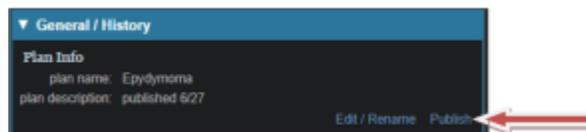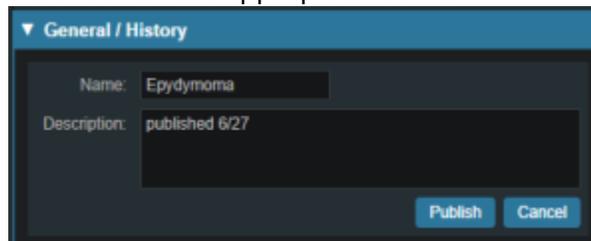# Plan Publishing

Once a physician has approved a plan it should be *Published*. *Publishing* a plan allows the user to lock the plan. This means that once a plan has been *Published* no changes may be made to that plan. A plan that has been *Published* will be available to "view only". The *Plan History* will show the date and time a plan is *Published* as well as the user who *Published* it. A plan may not be deleted once it has been *Published*. If a user needs to make a change to a *Published* plan they will need to copy the *Published* plan in order to do so. Once the *Published* plan is cloned they may proceed to make any changes desired.

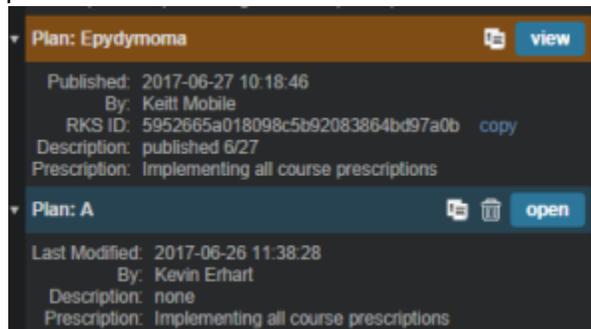The following steps outline how to publish a plan in the Astroid Planning App:

1. Open the *General/History* block from the Plan Overview
2. Select the *Publish* button

3. Fill in any information that is needed in the appropriate blocks

4. One the information has been filled select the blue *Publish* button in the bottom right hand corner
5. The plan will now be denoted in orange in the *Patient Overview* and the user will just have the ability to view or clone the plan