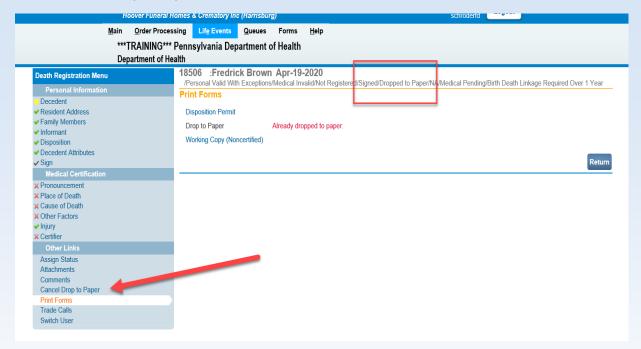**pennsylvania**
DEPARTMENT OF HEALTH
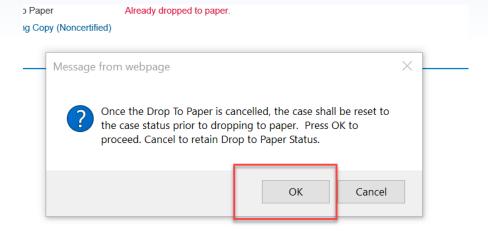
Cancelling Drop to Paper

'Cancel Drop to Paper' allows the FD that signed the case to return the case to the status it was prior to dropping to paper. This could be used to correct personal information that was entered incorrectly or if the case was accidentally dropped to paper.

Case has been 'Signed' and 'Dropped to Paper'

Click on 'Cancel Drop to Paper' menu link under Other Links

Popup box appears asking to verify that you want to 'Cancel Drop to Paper; Click 'OK'

After clicking 'OK' the 'Dropped to Paper' status is no longer on the case. This makes it available to be claimed other users within EDRS or gives you the ability to unsign to the case to change personal information.