

# How to use an evaluation from a different patient

## A. Under My Applications

tobii dynavox | Funding

My Applications Contact Resources - Need Help? - Account Logout

### Applications

To complete a funding application, you will be asked to provide information about the patient, caregiver or guardian, treating physician insurance details, and an evaluation

[Start Application](#)

Show 10 entries  View archived applications (1 removed) REMOVE SELECTED FROM DASHBOARD Search:

<input type="checkbox"/>	Client	Created	Last Modified	Type	Completion	Status	Created By	Rep	SLP	Actions	Download
<input type="checkbox"/>	HARRY POTTER	01/09/2025	01/09/2025	Purchase	53%	Not yet submitted	ascuilli@gmail.com	mark.sauka@tobii-dynavox.com	amanda.yost@encompasshealth.com	<input type="checkbox"/>	
<input type="checkbox"/>	GEORGE WASHINGTON	01/02/2025	01/07/2025	Trial/Purchase	92%	Sent to Tobii Dynavox	ascuilli@gmail.com	mark.sauka@tobii-dynavox.com	ascuilli@gmail.com	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries Previous 1 Next

## B. Find your client's case that has the evaluation that you want to copy over. Select drop down arrow in the Actions column.

Show 10 entries  View archived applications (1 removed) REMOVE SELECTED FROM DASHBOARD Search:

<input type="checkbox"/>	Client	Created	Last Modified	Type	Completion	Status	Created By	Rep	SLP	Actions	Download
<input type="checkbox"/>	HARRY POTTER	01/09/2025	01/09/2025	Purchase	53%	Not yet submitted	ascuilli@gmail.com	mark.sauka@tobii-dynavox.com	amanda.yost@encompasshealth.com	<input type="checkbox"/>	
<input type="checkbox"/>	GEORGE WASHINGTON	01/02/2025	01/07/2025	Trial/Purchase	92%	Sent to Tobii Dynavox	ascuilli@gmail.com	mark.sauka@tobii-dynavox.com	ascuilli@gmail.com	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries Previous 1 Next

Invite  
Duplicate  
Archive

## C. Choose "Duplicate" from options

cuilli@gmail.com

Invite  
Duplicate  
Archive

Previous

D. A pop up will appear

**Copy application or clone evaluation**

To save time you can choose to copy an existing application, which is best if you are creating a new application for the same patient. Or you can clone your evaluation section to be used as part of an application for a new patient.

**Choose the application type:**

Purchase

Copy application (Existing patient)

Clone evaluation (New patient)

Client First Name:

Client Last Name:

Client Zip Code:

Client Date of Birth:

**Check which data would you like to transfer to the application**

Evaluation

**Create**

E. Choose “Clone evaluation (New patient)”

F. Complete fields for name, zip code, and date of birth

G. Select check box next to “Evaluation”

H. Click “Create”

I. This will bring you directly into the Client information form (all information will need to be for new patient) It will pull the previous person NAME (only) be sure to update that.

Please NOTE: You will need to make sure any references to the other patient are removed and all pronouns are updated in the speech evaluation.