

Commonly used customized searches can be created as favorites. Using a favorite search saves time for those searches that are performed frequently.

Creating Customized Favorite Searches

STEP 1: Select Search icon .

STEP 2: Right-click in the white area in search field or columns.

STEP 3: Select Customize fields.

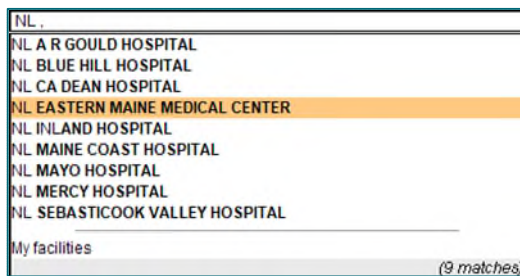
STEP 4: Select Ordering department name in Available search fields, double-click, placing it in the Displayed search fields.

STEP 5: In the Available search fields, select Performing facility name and double-click to move it to the Displayed search fields.

NOTE: The arrows in the middle can also be used to move the search fields between Available search fields and Displayed search fields. The arrows on the right can be used to reorder the search fields.

STEP 6: Select OK.

STEP 7: In Performing facility name, type NL, and click facility of choice.

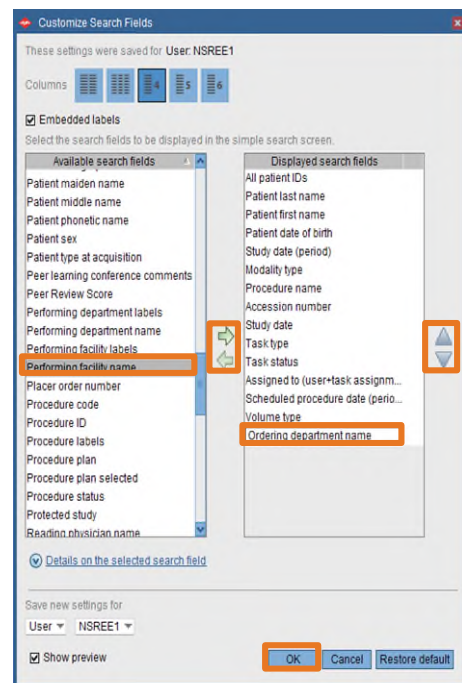
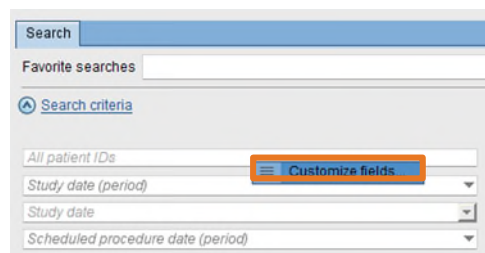


STEP 8: In Ordering department name, type the facility name, and then select the desired department.

NOTE: To add additional departments, retype the facility name and select the additional department. This can be repeated as many times as needed.

STEP 9: Left-click in Study/date(period) and select the desired timeframe.

STEP 10: Click Save.



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Customized Favorite Searches
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Page 2 of 2

The screenshot shows the 'Search' interface with the following configuration:

- Favorite searches: EMMC ED last 24 hours
- Search criteria: In System
- All patient IDs: NL EASTERN MAINE MEDICAL CENTER
- Accession number: Last 1 Day + Today
- Patient last name: NL_ER-1
- Modality type: Images available
- Patient first name: Report available
- Procedure name: Volume type
- Report available: Report status
- Volume type: Report status

Buttons: Search, Stop, Clear, Advanced, Save

STEP 11: Name your favorite search.


STEP 12: Click Save.

STEP 13: Left-click dropdown.

STEP 14: Left-click Search.

The dialog box is titled 'Save favorite search' and contains a text input field with the name 'NL EMMC ED last 24 hours' and two buttons: 'Save' and 'Cancel'.

Using Favorite Searches

STEP 1: Select Search icon .

STEP 2: Using the dropdown in Favorite Searches, select the desired search.

STEP 3: Click Search.

NOTE: Click the  to remove a search from favorites.

The screenshot shows the 'Search' interface with the following configuration:

- Favorite searches: NL EMMC ED last 24 hours
- Search criteria: Nikki's Testing patients, NL EMMC ED last 24 hours

The screenshot shows the 'Search' interface with the following configuration:

- Favorite searches: NL EMMC ED last 24 hours
- Search criteria: NL EMMC ED last 24 hours
- In System
- All patient IDs: Patient last name
- Study date (period): Modality type
- Study date: Task type
- Scheduled procedure date (period): Volume type
- Patient first name: Patient date of birth
- Procedure name: Accession number
- Task status: Assigned to (user+task assignment groups)
- Ordering department name: Performing facility name

Buttons: Search, Stop, Clear, Advanced, Save

NOTE: Add multiple Favorite searches if needed.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:
207-973-7728 or 1-888-827-7728.