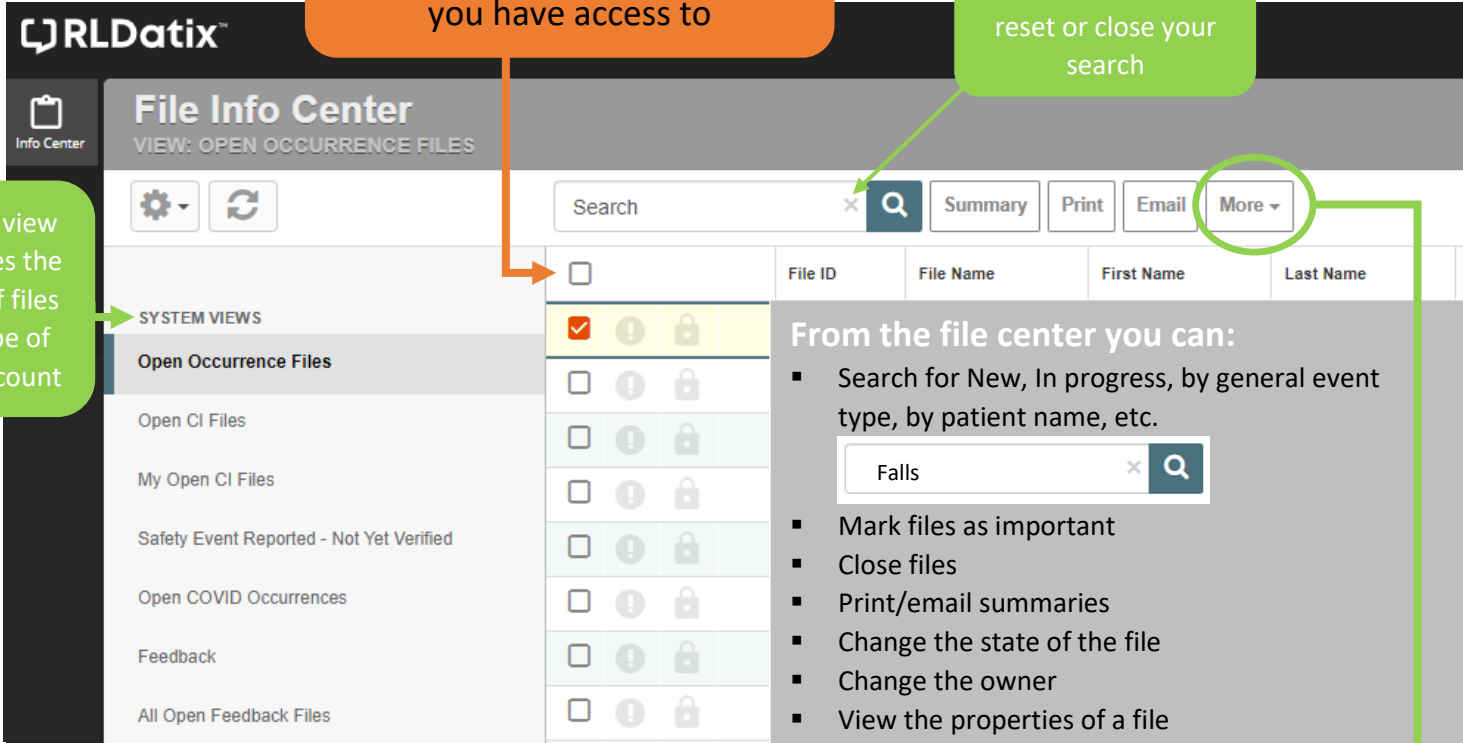


QUICK REFERENCE GUIDE

This dashboard has important details on all active files that you have access to

Click on the "X" to reset or close your search

System view identifies the types of files or scope of your account

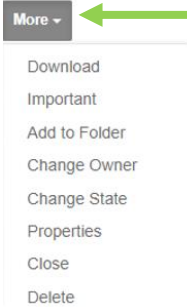


From the file center you can:

- Search for New, In progress, by general event type, by patient name, etc.
- Mark files as important
- Close files
- Print/email summaries
- Change the state of the file
- Change the owner
- View the properties of a file

Managing Files from the File Info Center

- select a file(s) with the check box,
- Click the **More** button and
- select the option you would like to complete.

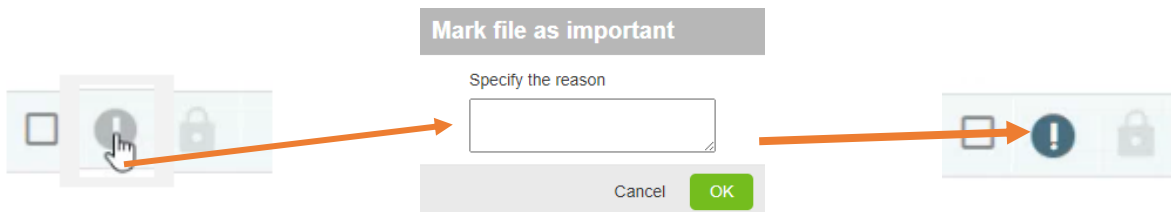


See specific reference sheets for these function steps.

You can mark files as important to help you sort and track:

- Click on exclamation to mark file as important.
- Dialog window opens for you to indicate why you marked file as important, ex – media request

Note – the file is only displayed as important to your view.



QUESTIONS?

Contact RL_Support@sharedhealthmb.ca