# **Using the Search Page**

## **QUICK REFERENCE GUIDE**

### **Quick Search**

With a Quick Search you can enter search criteria such as patient name or file ID number in the search criteria window.

- 1. Click the Search icon on the Navigation toolbar
- 2. Enter the criteria you are searching for in the text box, for example "Smith"



- 3. Click the Search button
- 4. Note: The Quick Search method will search for your criteria through all fields in a file

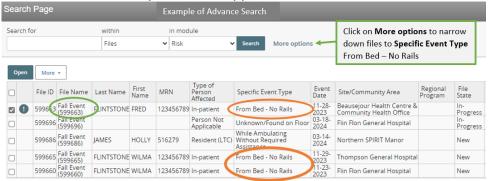
#### **Advanced Search**

This search feature is used to search for a file by specific criteria. This feature can also be used to group files by safety event category, such as falls. You can filter (narrow down) the search further, to specific event type such as the type of medication/fluid error.

**Tip** – this is helpful when reviewing more than two safety events of the same category and type to identify trends and interventions (or if you've gone on vacation and now have 30 files in your inbox!)

- 1. From the **Search Page**, click on **More Options**. This opens the advanced search options
- 2. Click on the **File States** drop-down box to de-select or select options; for example, deselect **Closed** to only see open files.
- 3. Click on the **General Event Type** drop-down box to select the safety event category, for example **Fall**
- 4. Select additional options for your search as needed, for example under **Specific Event Type, select From Bed No Rails etc.** Click on the magnifying glass **Search** icon to view files.

Note: Once **Search** is selected, you can narrow the search further by clicking on **More options**, this returns you to the advanced search options and the prior selections will be saved. Select additional options from applicable fields and click Search.

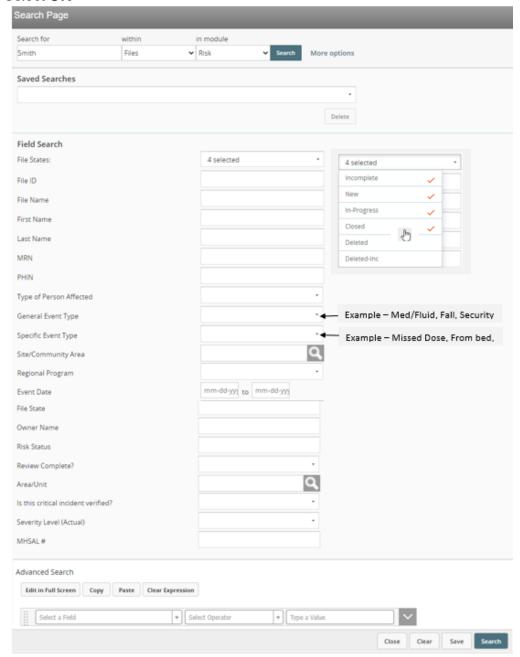


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1. Open **File ID** and complete **Work Done On File**. Once saved, select **Close** or **Exit**, and RL will return you to the other file IDs from your advanced search

### **Saving Searches**

- 1. In the Advance search view, populate your search criteria
- 2. Click the **Save** button in bottom right corner
- 3. Type in a name for the search in the **Saved Searches** dialog box
- 4. Select OK



QUESTIONS? Contact RL Support@sharedhealthmb.ca