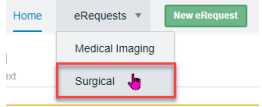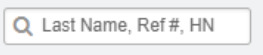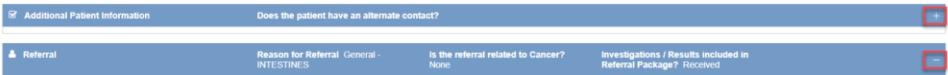# SWIM – eRequest
Dashboard Overview

Quick Reference Guide

Understanding basic navigation in eRequest

Dashboard components		

Main Navigation toolbar	**Home**	• Click **Home** to return to the **Receiver** Dashboard
	eRequests	• Under **eRequests**, select **Surgical** to view all records *based on user access
	New eRequest	• Select **New eRequest** to create a new record
	Search	• Find a patient record using PHIN, Last Name or eRequest Reference Number
Dashboard	View referral records by group; based on pre-defined criteria	
	Notifications	• View records by status and number of days waiting
	To Do	• View records by status
Accordions	• Group of related information that must be gathered to complete a referral record • Accordions automatically expand when information is required • Users can expand or minimize using the plus or minus buttons	
Quick View – left-hand navigation pane	• When a record is selected from within a bucket, the left side of the screen will display a list of other patients within that bucket • This list can be filtered, expanded, refreshed, or return to the full list view of the bucket	