Working with Custom Lists	
Create a Custom List:	
By Lists	Click once on the **By Lists** link at the top of the page.
Add/Edit Lists	Click on **Add/Edit Lists**.
Add	Click on **Add**.
	Complete the following details in the Custom List box: **List Name**, **Description**, **Site**, **Specialty** and then click on **Save**.

Custom Lists

Add New List

List Name — SRH MDT

Description — SRH MDT

Site — St Richards Hospital

Specialty — Cancer care

Save   Cancel

ePatient	The list has been created, click on the word **ePatient** in the top left to return to the standard view.
Add an Inpatient to a Custom List:	
Hazel Nut (93y - M)	When in the Ward View click once on the **patient's name**.
Add Patient to a List	Click on **Add Patient to a List**.
	Select the **Site**, **Specialty** and the list from the **Custom Lists** drop down and click on **Save**.

Hazel Nut | 379667 | 05/12/1925

Add Patient to a List
Select from Site → Specialty → Custom Lists

Site — St Richards Hospital

Specialty — Cancer care

Custom Lists — SRH MDT

Save   Cancel

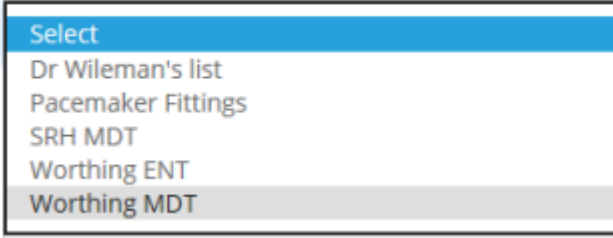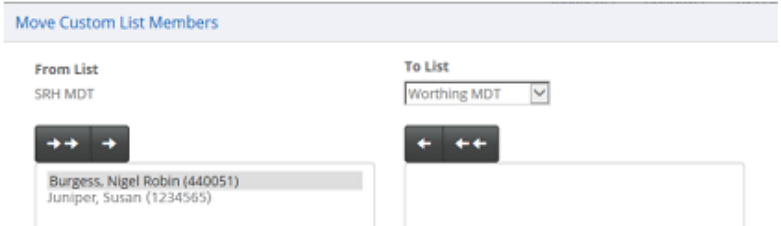| Working with Custom Lists	
Close	Click on **Close**.
	The patient is added to the list. The patient's name will appear as a blue link to be able to open and edit the episode details.
Add a Non-Inpatient to a Custom List:	
By Lists	Click once on the **By Lists** link at the top of the page.
Add/Edit Lists	Click on **Add/Edit Lists**.
	Find the list and select it. Current patients on the list will display at the bottom of the screen.
	Click on **Add** on the patient list.
	Search for the patient using either **Hospital Number**, **NHS Number** or **Forename** and **Surname** and click on **Search**.
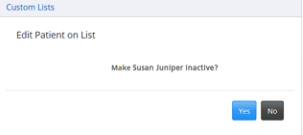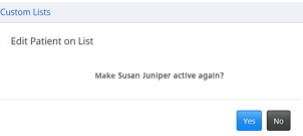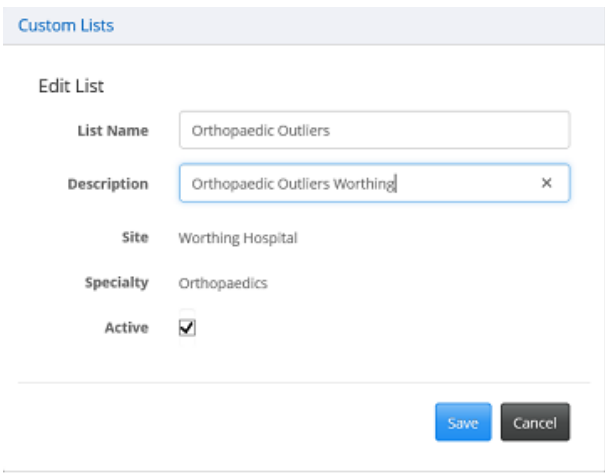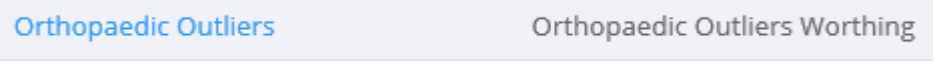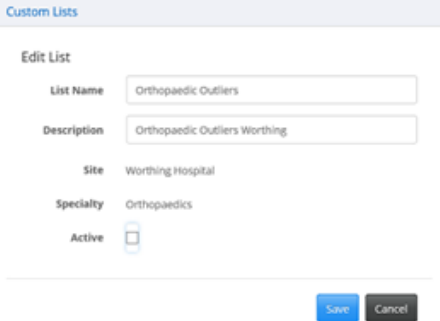
Working with Custom Lists	
	Click on **Select** for the correct patient and then click on **Add**.
	Forename ↕↑ Surname ↕↑ Hospital Number ↕↑ Date of Birth ↕↑ Susan Juniper 1234565 16/08/1947 Select Add Cancel
ePatient	The patient will now be added to the list. The patient's name will appear in grey as they are not a current inpatient. Click on **ePatient** to return to the standard view.
Move a Patient to another Custom List.	
By Lists	Click once on the **By Lists** link at the top of the page.
Add/Edit Lists	Click on **Add/Edit Lists**.
Move List Members	Click on **Move List Members** against the list that you want to move the patient from.
	Select the list that you want to move patient to from the **To List** drop down.
	To List Select Dr Wileman's list Pacemaker Fittings SRH MDT Worthing ENT Worthing MDT
	Move patients from the current list on the left to the new list on the right: • Single patient - click on the patient's name in the From List. • All patients - click on the button with the double arrows in the From List. • If you change your mind or have moved a patient or all patients in error move them back in the same way from the To List.
	Move Custom List Members From List To List SRH MDT Worthing MDT ▼ →→ → ← ←← Burgess, Nigel Robin (440051) Juniper, Susan (1234565)

Working with Custom Lists	
Save	Click on **Save**.
	The screen will now display the list with the remaining patients.
Making a Patient Inactive and Active on a Custom List:	
By Lists	Click once on the **By Lists** link at the top of the page.
Add/Edit Lists	Click on **Add/Edit Lists**.
	Find the list and select it. Current patients on the list will display at the bottom of the screen.
	Select **Edit** against the patient that you want to make Inactive.
Patients for SRH MDT — Show Not Active — Forename / Surname / Hospital Number / Date of Birth / Active / Add — Susan Juniper 1234565 16/08/1947 Active Edit	
Custom Lists — Edit Patient on List — Make Susan Juniper inactive? — Yes No	Click on **Yes**.
	To make a patient Active again, click on **Show Not Active** against the displayed list.
	Inactive patients will display in a pale grey at the bottom of the list, select **Edit** against the patient that you want to make active.
Susan Juniper 1234565 16/08/1947 Not Active Edit	
Custom Lists — Edit Patient on List — Make Susan Juniper active again? — Yes No	Click on **Yes**.
How to Rename a Custom List:	
By Lists	Click once on the **By Lists** link at the top of the page.
Add/Edit Lists	Click on **Add/Edit Lists**.
Edit	Select **Edit** against the custom list that you want to change.

	Make your changes and click on **Save**.
	The details will now be updated.

Making a Custom List Inactive and Active:

By Lists	Click once on the **By Lists** link at the top of the page.
Add/Edit Lists	Click on **Add/Edit Lists**.
Edit	Select **Edit** against the custom list that you want to change.
	Click once into the **Active** box to remove the check mark and click on **Save**.
Show Not Active	To reactivate a list, select **Show Not Active** in the Add/Edit Lists screen.
	Select **Edit** against the inactive list (pale grey lists are inactive).

	Working with Custom Lists	
	Click once into the **Active** box to place a check mark and click on **Save**.	
	The list will now be active.	
Filter Lists and Remove Patients:		
By Lists	Click once on the **By Lists** link at the top of the page.	
	Lists can be filtered using the **Site**, **Specialty** and **Lists filters** to help locate the list that you want to view. Select appropriate options from each of the drop-down lists.	
Patient details can no longer be edited or recorded directly under the Custom Lists so that they carry on from one episode to another. Details previously recorded under Custom Lists will now be added to the details for the current inpatient episode.		
Remove	To remove a patient from a custom list, click on the **Remove** link against the patient.	
	The patient will now be removed from the list.	