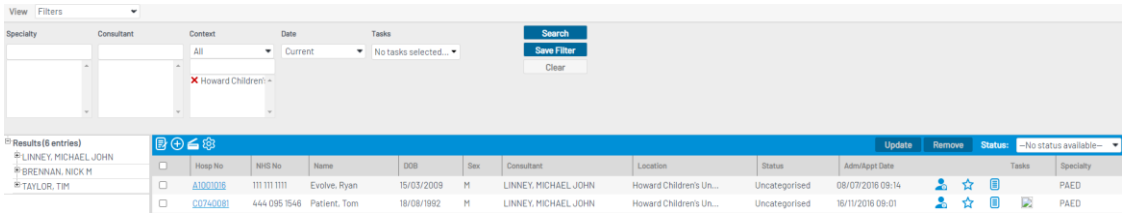
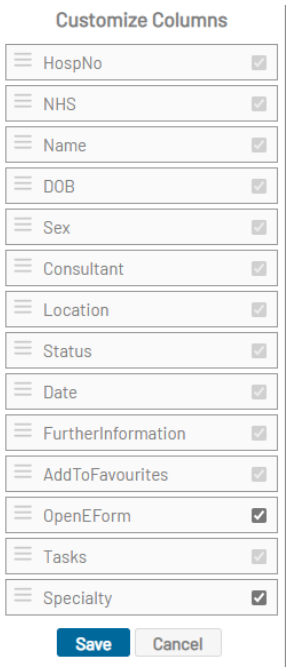
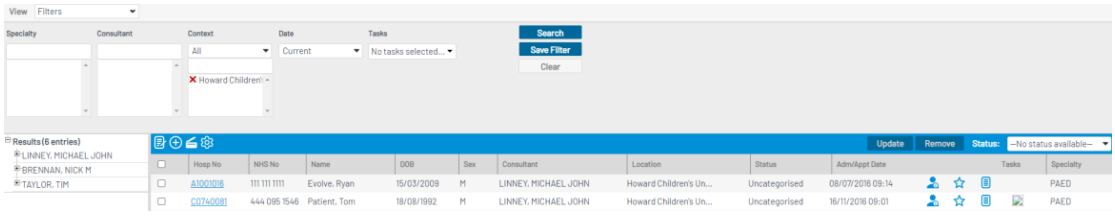
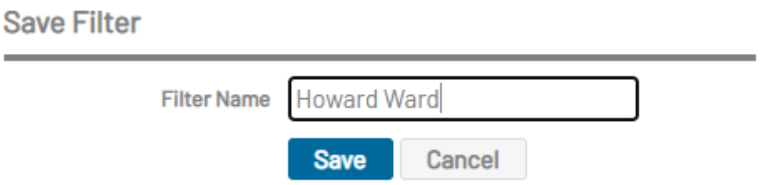
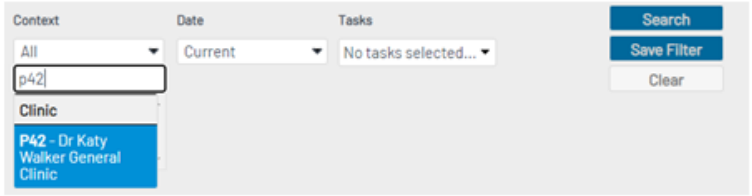
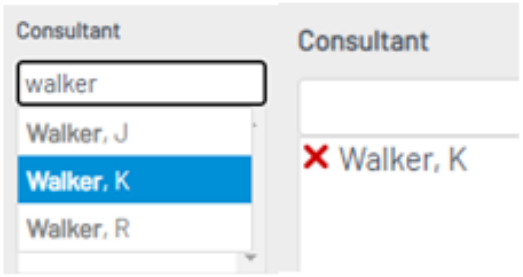
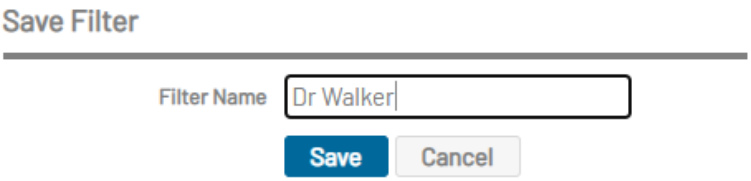
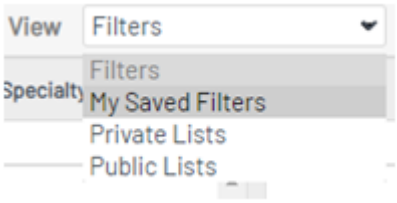
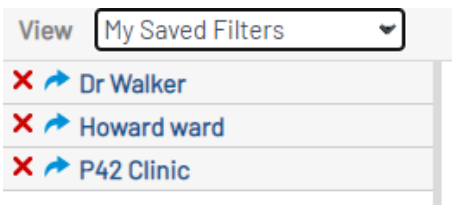
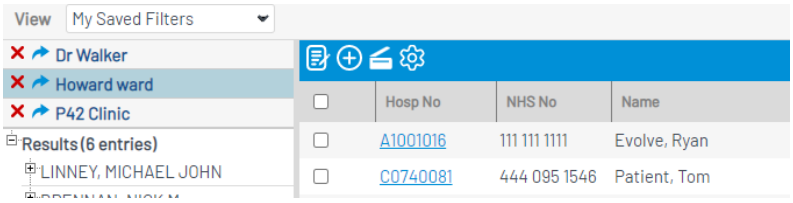
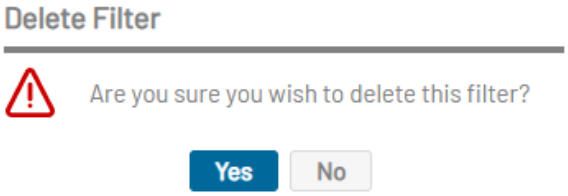
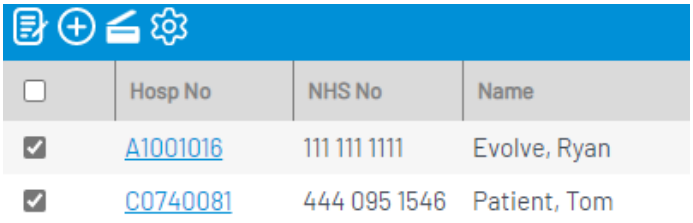
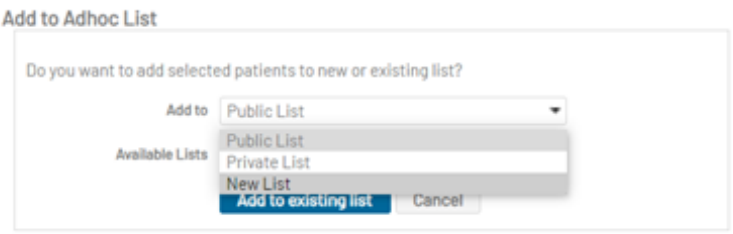
Lists	
The Lists tab allows for the searching for lists of patients based on four search criteria: Consultant; Context; Date and Tasks	
Click on the **Lists** tab	
From the Lists Tab, you can create a list based on one or more of the criteria listed:	**Consultant** - Enter the name of the consultant(s) whose patients you want to list. **Context** - Select from list: **All** (patients from all clinics or wards); **Clinic** – in the box below, enter the name of the clinic(s) for which you want a patient list; **Ward** – in the box below, enter the name of the ward(s) for which you want a patient list. **Date** - Select from a dropdown list: **Current** (**admissions** which haven't yet been discharged) **Past 24 hrs** (**admissions** which were active within the past 24 hours) **Clinics** for **Today**; **Tomorrow**; **Yesterday** or **Next Monday-Sunday**. Alternatively, select **Specific**, to display the calendar, and select a date by clicking on it
NOTE: All options may not be available at once. Their visibility depends on selections made for the Consultant & Clinic criteria	
From the **Context** dropdown list, select **All**	
In the text box, type in the Ward name or Clinic, e.g. **Howard** and select **the resulting ward or clinic**	
On selection of a Clinic or Ward, as you type the first letter, the criteria that matches it is displayed in a list. Click to select one. It appears in the selection list. Add more in the same way, as necessary	
Click **Search**	

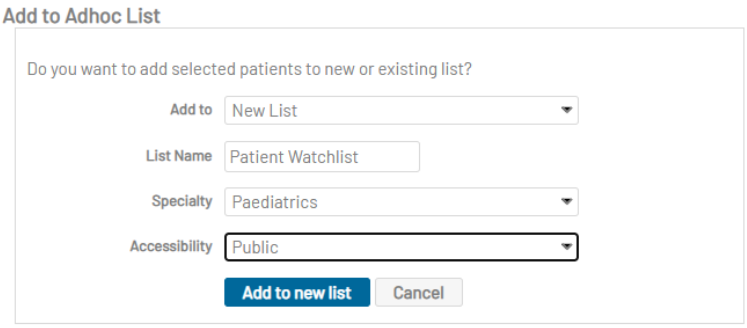
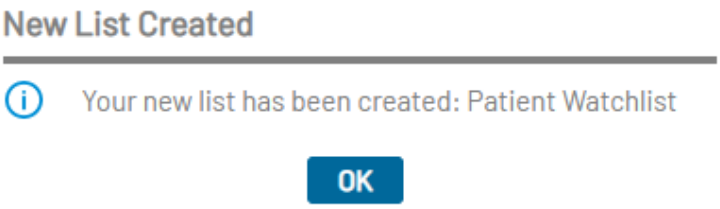
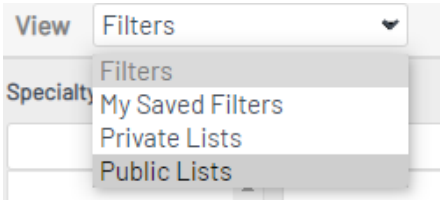
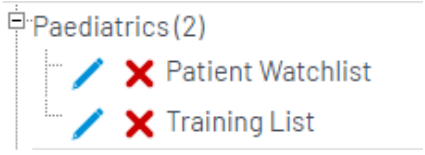
Lists	
The results of a search are displayed in the window below the search criteria	
	
Within the patient list, click on a patient's hospital number to jump directly to that patient's case note	
Click back on the **Lists** tab (the current list is remembered)	
Click on the information icon to display additional patient details	
. You can mark any patient as a favourite for easy subsequent retrieval by clicking on the star	
. You can also **Fill in a Form** for a patient from the list by clicking on the icon at the end of the row (this opens the patient record and the **Fill in a Form** box will appear)	
. You can click on a **column heading** to sort e.g. click on **Name** to sort in ascending/descending order	
To configure Search Results columns:	

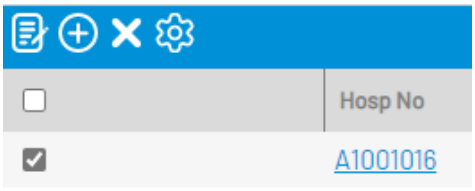
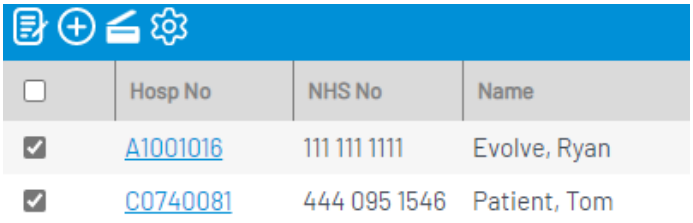
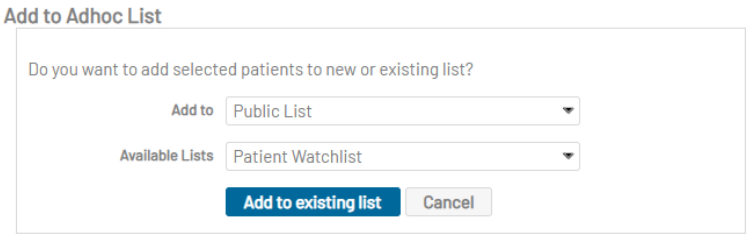
Lists	
In the Search Results title bar, click on the **Customise Columns** button	
The Customise Columns panel appears (right hand side)	
Tick the checkboxes to the right of the columns that you want to see in your search results and **uncheck the checkboxes** beside the columns that you do not want to see in your search results	
Rearrange the order of the columns by **dragging and dropping** them in the order in which you want them to appear using the icon to the left hand side	
Click **Save** to save and apply your changes, or click **Cancel** to exit without saving	

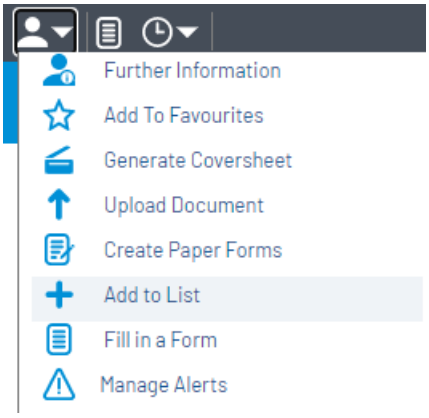
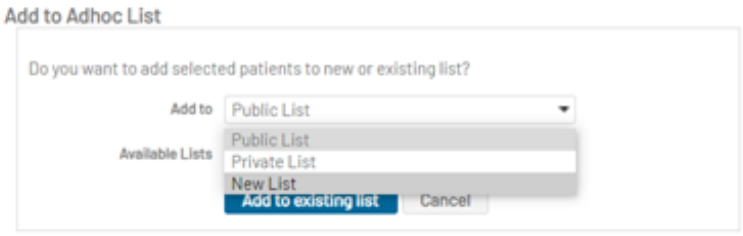
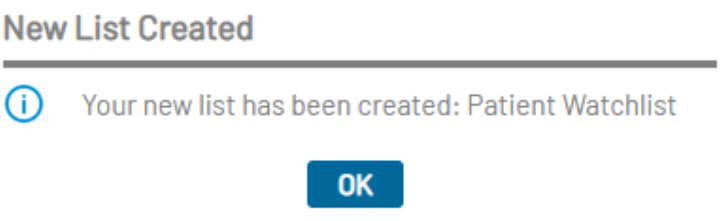
Lists	
List Filters – Save a Filter	
You can save a list as a filter so that you can quickly retrieve it when required; this also saves you searching for the list every time you need it	
Search for your **Clinic** or **Ward** list in the **Context** box as shown above	
	
Once you have your list displayed, click on the **Save Filter** button	
Add a **Filter Name** and click on **Save**	
If you want to add another list, click on the **Clear** button and search in the **Context** box for your next list e.g. a clinic or ward list. Follow steps 2 & 3 above to save the list as a filter	
If you want to save a **Consultant** list as a filter, firstly click on the **Clear** button to clear all current information	

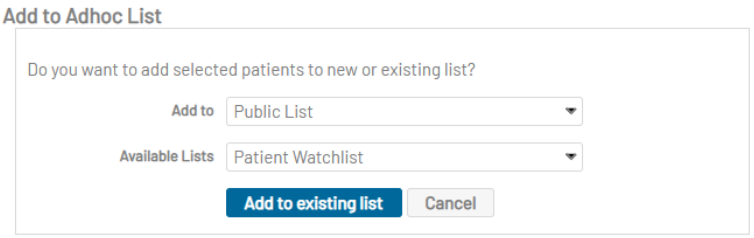
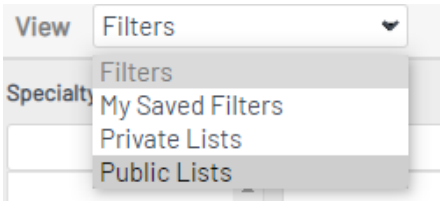
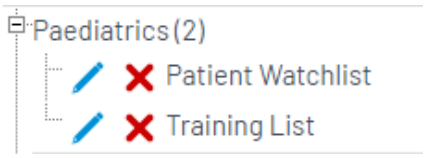
Lists	
Click into the **Consultant** text box and start typing the **surname** of the consultant you're looking for. Left click on their name to select	
If you wanted to create a filter using several consultants then just search for the next consultant in the text box and continue adding as above	
Once you have selected the consultant(s), click on the **Save Filter** button	
Add a **Filter Name** and click on **Save**	
To view saved lists:	
Under **View** (top left corner of the lists screen) select **My Saved Filters** from the dropdown list	
All your saved lists are displayed down the left hand side	

Lists	
Left click on a list to view it; the list will open on the right hand side. If you click on a different list then the current one closes and the newly selected one will open	
To **delete** a list, click on the **red cross** to the left of the list name	
Click on **Yes** to confirm	
List Filters – Ad-Hoc List	
Navigate to the **Lists** tab, and conduct a search as shown previously	
In the search results, select the checkbox(s) next to the patient(s) you want to add to a list	
Click on the **Add to Adhoc List** button	
The **Add to Ad-hoc List** dialog box is displayed	
To create a **new list**, click on the **Add to** dropdown list and select **New List**	
In the **List Name** box, type a name	

Lists	
From the **Specialty** dropdown list, select an option	
From the **Accessibility** dropdown list, select **Private** or **Public**	
Click on **Add to new list**	
Click on **OK**	
To view your ad-hoc list, under **View** (top left corner of the lists screen) select either the **Private** or **Public Lists** from the dropdown list	
Your created lists will appear and ordered by **<u>specialty</u>**	
Click on the **+** next to the specialty and your list(s) will appear. Left click on a list and any patients on that list will show on the right hand side	
You can **rename** the list (**pencil icon**) or **delete** the list (**Red Cross**)	

Lists	
You can also select the checkbox(s) next to the patient(s) and **delete** them from the list using the **cross**	
To add a patient to an existing list: From the **Lists** tab:	
Navigate to the **Lists** tab, and conduct a search as shown previously	
In the search results, select the checkbox(s) next to the patient(s) you want to add to a list	
Click on the **Add to Adhoc List** button	
The **Add to Ad-hoc List** dialog box is displayed	
From the **Add to** dropdown list, select either **Public** or **Private** List	
From the **Available Lists** dropdown list, select your saved list	
Click on **Add to existing list**	
From a patient's record:	
Open a patient's record	

Lists	
From the **Patient Menu**, select **Add to List**	
The **Add to Ad-hoc List** dialog box is displayed	
To create a **new list**, click on the **Add to** dropdown list and select **New List**	
In the **List Name** box, type a name	
From the **Specialty** dropdown list, select an option	
From the **Accessibility** dropdown list, select **Private** or **Public**	
Click on **Add to new list**	
Click on **OK**	
To add a patient to an existing list from a patient's record:	
From the **Patient Menu**, select **Add to List**	

Lists	
From the **Add to** dropdown list, select either **Public** or **Private** List	
From the **Available Lists** dropdown list, select your saved list	
Click on **Add to existing list**	
To view your ad-hoc list, click on the **Lists** tab	
Under **View** (top left corner of the lists screen) select either the **Private** or **Public Lists** from the dropdown list	
Your created lists will appear and ordered by **<u>specialty</u>**	
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