## Date View

You can search for any documents, letters, discharge summaries etc that have been date stamped – **historic information** can't be used for this search.

1. Select **Date** from the Casenotes view

1	Casenotes	All
P	Casenotes	
	Tab	>
	Specialty	>
	Date	>
	Recently Added	
	Bookmark	>
	Search	>

 You can search using different date criteria, Last Week, Last Month, Last 6 Months or Last 12 Months. We are going to do a Date Range search so you would select this

Casenotes	Documents	
Casenotes Date		
Last Week	~	
Last Month		
Last 6 Months		
Last 12 Months		
Date Range		

3. Select **Start** and choose the date under **Set Date**. Select **Stop** and choose the date under **Set Date**. Select **Done** next to Set Date to perform this search

Casenot	Date		
Last We	ek		
Last Mo	nth		8
Last 6 Months Last 12 Months			•0
			a.
Date Ra	nge	~	*
Start	0	1 Jul 2016	
Stop	3	1.Jul 2016	
oday	Set Date	Done	
oday	Set Date	Done	
28 29 29	Set Date	Done 2013 2014	
oday 29 30	Set Date	Done 2013 2014 2015 2016	
oday 29 30 31	Set Date Additional May June July Access	Done 2013 2014 2015 2016 2017	
oday 29 30 31	Set Date April May June July August Sector	Done 2013 2014 2015 2016 2017 2017	
oday 29 30 31 1 2 3	Set Date April May June July August September Genoter	Done 2013 2014 2015 2016 2017 2018 2017 2018	
244 29 30 31 1 2 3	Set Date April May June July August September Setoter	Done 2013 2014 2015 2016 2017 2018 2017 2018	ov@lv

4. Any documents within this date range will now show

Casenotes	Documents
Allergy Skin Prick Test 21/07/2016	
Continuation Sheet	30 2
Continuation Sheet	30 2
Continuation Sheet	8°
First Seizure Clinic	
	evolve patient information at your fingerips

5. Select Casenotes to go back to the different views

Casenotes		Documents	
Casenotes	Date		