## G2 SpeechReport – Search functionality

Letters created in G2 SpeechReport are stored indefinitely within the Search tab. This enables you to look up a letter if you want to know what has happened to it, when it is no longer in one of your stages within G2.

On selection, no letters are displayed by default. Search criteria are required to display items in the bottom section of the screen. The number of returned results are defined by a setting (*Click G2 icon top-left of the window > Work List tab > Amount of Search Results. Default is 1000*).

<b>G2</b>	Dr Steve the Trainer - SpeechReport (Test)									
	DOCUMENT									
CLINICAL	4 Search									
DICTATION		Colun	nn C	Operator	Value	e elata				
TRANSCRIPTION (4)	Add	e Clinic	date 💌	rom up to and inc  *	01/05					
SUSPENDED BY ME						Search				
SIGNOFF (1)	Clinic date between 01/09/2017 and 18/09/2017 .tems: 33									
ASSIGNED	Status 📃	Signed off	Last modification	state 📄 Patient Id 📄	Given name 📃	Family name 📰	Title 📰	Transcribed by	Last modified by 📃	Last modifier
COMPLETION	Finalised	Yes	Transcription	3630916	BARNABY	BENSON	msu 18/09/2017 11:50:32	msu	msu	18/09/2017
	Finalised	Yes	Transcription	3630974	FIRSTPATIENT	G2TESTMONDAY	msu 18/09/2017 14:30:16	msu	msu	18/09/2017
SEARCH	Finalised	Yes	Transcription	3630974	FIRSTPATIENT	G2TESTMONDAY	msu 18/09/2017 15:55:52	msu	msu	18/09/2017
	Finalised	Yes	Transcription	3630974	FIRSTPATIENT	G2TESTMONDAY	msu 18/09/2017 14:48:22	msu	msu	18/09/2017
	Finalised	Yes	Transcription	3630974	FIRSTPATIENT	G2TESTMONDAY	msu 18/09/2017 13:42:21	msu	msu	18/09/2017
	Finalised	Yes	Transcription	3630916	BARNABY	BENSON	msu 18/09/2017 11:43:53	msu	msu	18/09/2017
	Transcription	No	Transcription				steve blackwell 18/09/2017 16/05/17	Dr Stove the Trainer	Dr Stove the Trainer	19/00/2017

- 1. Click Add
- 2. Click the appropriate option from the **Column** drop-down e.g. Author, Patient ID, Family name, Status
- 3. Click the appropriate option from the **Operator** drop-down e.g. Contains, Is equal to
- 4. Type in the free text value, select from a drop-down if Status or select a date where appropriate
- 5. If you require more criteria to be set to further reduce the results, select **Add** again for another criteria row then repeat steps 2-4
- 6. Click **Search** when you have all the required criteria

It is possible to further reduce the results on screen by using an appropriate *column header* tick box, such as Last Modified by or Transcribed by, selecting a value(s) then clicking **OK**.

Double-clicking a row displays the letter in its current state – *the Search shows letters in all states within the process from Dictation through to Finalised.* Letter contents can be copied and pasted into other documentation with *CTRL-C and CTRL-V*.

Note: until a letter is finalised the contents are still being edited and may change before being sent.

It is not possible to create Quickfilters on the Search tab.

It is also **not possible** to **delete** or **change the status** of a letter from here. These latter two functions are limited to system administrator accounts only.