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*).

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.*