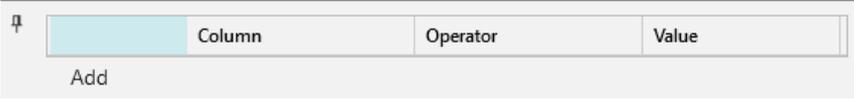
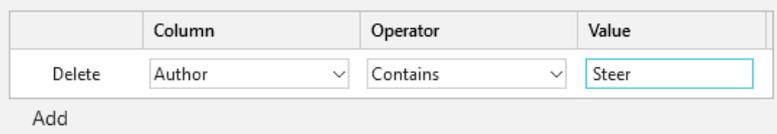
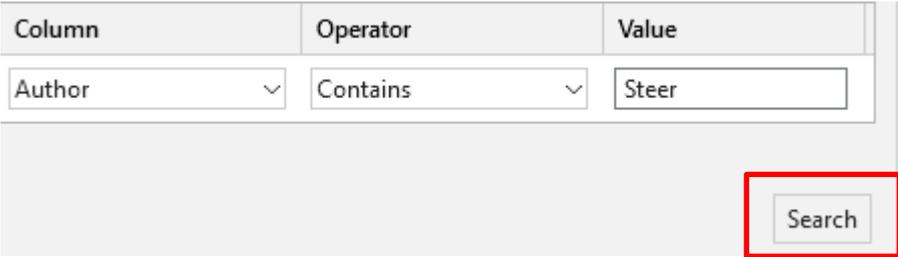
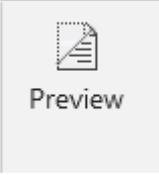
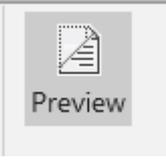
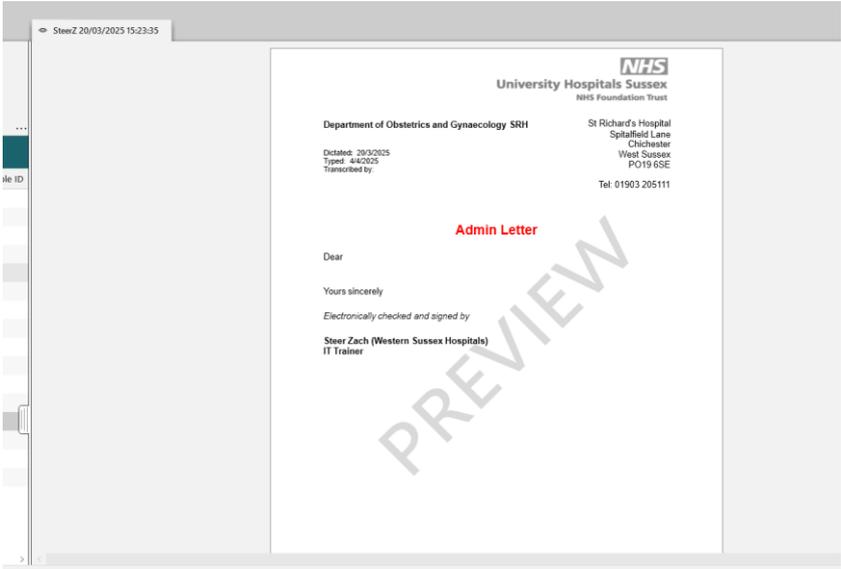
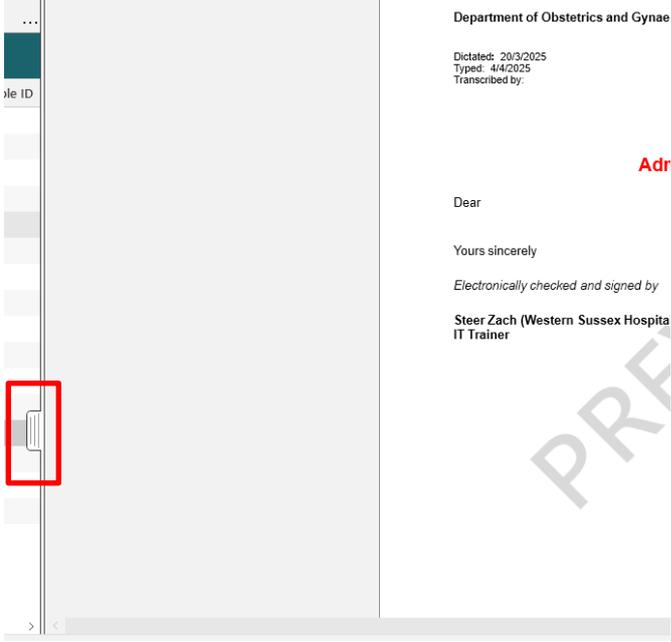
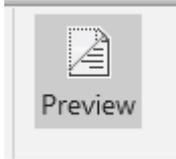


Search	
Start by selecting the Search worklist on the left-hand side	
Click Add in the top left of this screen	
Select your criteria that you want to search by	
<p>Column – Every column header that you can filter by</p> <p>Operator – Related to whether you want the value to be equal to or just be contained within your search i.e. partial author name search</p> <p>Value – Free text for what you wish to search for</p>	
Add more criteria by clicking add again or click Search	
<p>If the Status column has a hyperlink then the document can be edited still.</p> <p>Clicking the Hyperlink will take you to the correct worklist if you have permissions</p>	

Preview	
<p>After Searching for a letter, click the Preview button</p>	
<p>When toggled to 'On' the Preview button becomes Grey</p>	
<p>Single-clicking a patient row then shows the preview</p>	
<p>Change the size of your preview by clicking and dragging the slider on the left of the document</p>	

Preview	
<p>Turn Preview view off by clicking the Preview button again.</p> <p>You may need to use the slider to move the document preview</p>	 A square button with a document icon and the word "Preview" below it.