


Commonly used customized searches can be created as favorites. Using a favorite search saves time for those searches that are performed frequently.

Creating Customized Favorite Searches

- STEP 1:** Select Search icon .
- STEP 2:** Right-click in the white area in **search field** or **columns**.
- STEP 3:** Select **Customize fields**.
- STEP 4:** Select **Ordering department name** in **Available** search fields, double-click, placing it in the **Displayed** search fields.
- STEP 5:** In the **Available** search fields, select **Performing facility name** and double-click to move it to the **Displayed** search fields.

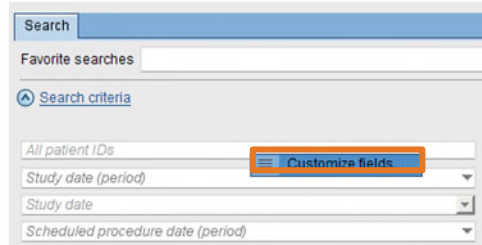
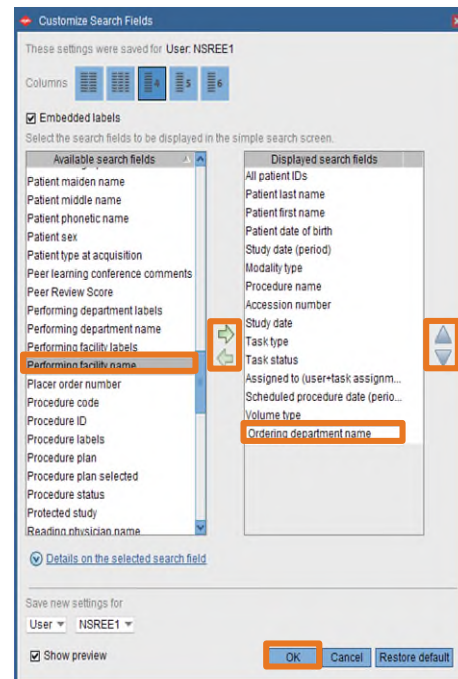
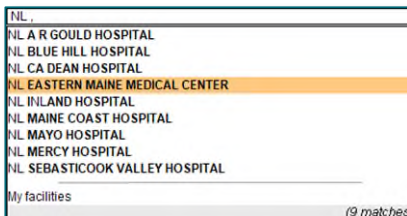
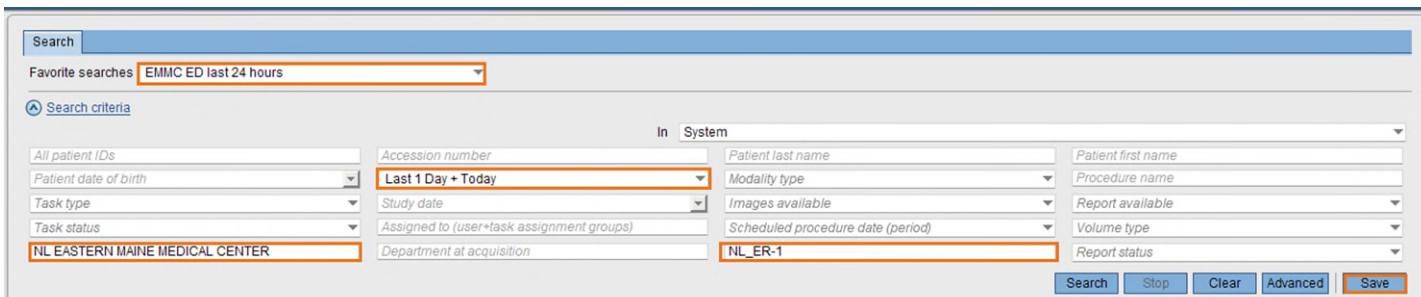
NOTE: The arrows in the middle can also be used to move the search fields between **Available** search fields and **Displayed** search fields. The arrows on the right can be used to reorder the search fields.

- STEP 6:** Select OK.
- STEP 7:** In **Performing facility name**, type NL, and click facility of choice.
- STEP 8:** In **Ordering department name**, type the **facility name**, and then select the desired department.

NOTE: To add additional departments, retype the facility name and select the additional department. This can be repeated as many times as needed.

- STEP 9:** Left-click in **Study/date(period)** and select the desired timeframe.

- STEP 10:** Click **Save**.

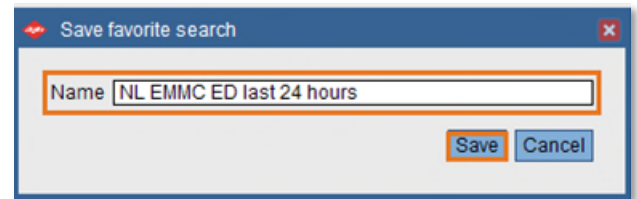
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STEP 11: Name the favorite search.

STEP 12: Click **Save**.

STEP 13: Left-click **dropdown**.

STEP 14: Left-click **Search**.



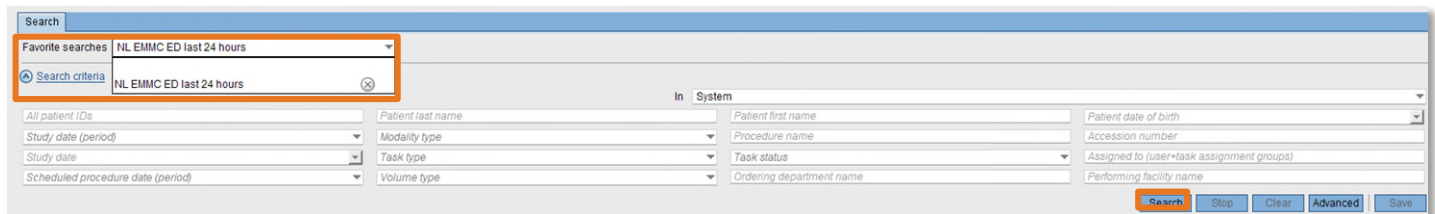
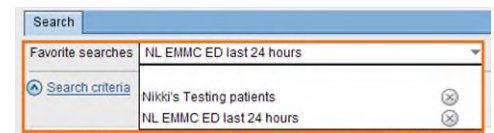
Using Favorite Searches

STEP 1: Select **Search** icon .

STEP 2: Using the dropdown in **Favorite Searches**, select the desired search.

STEP 3: Click **Search**.

NOTE: Click the X  to remove a search from favorites.



NOTE: Add multiple Favorite searches if needed.