

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**.

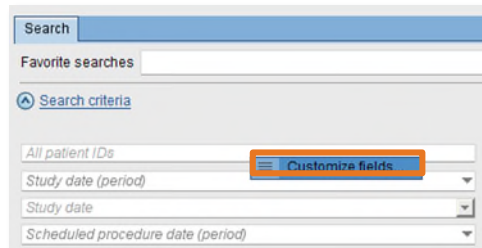
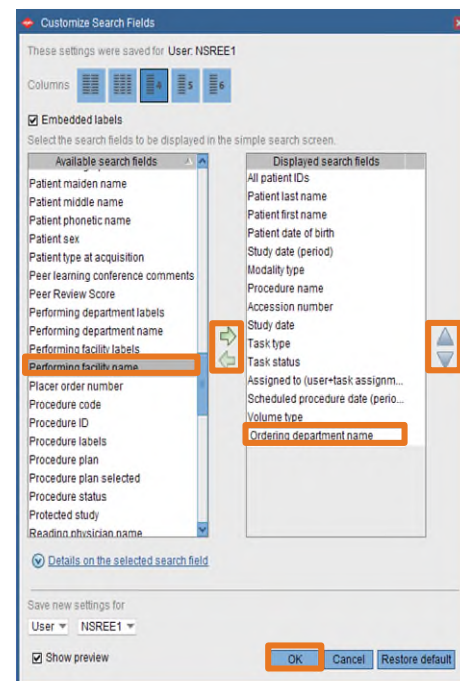
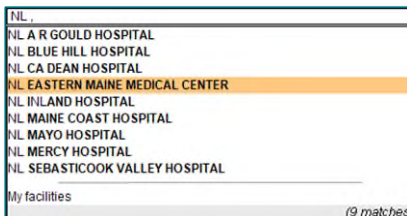
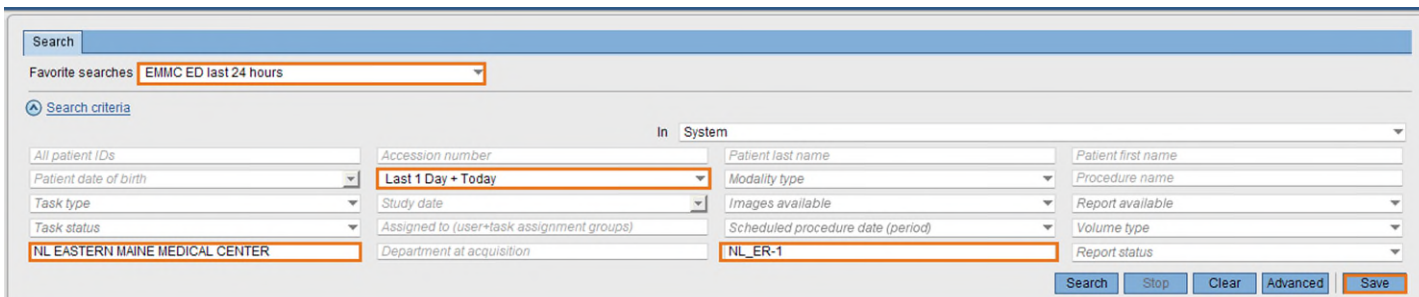
STEP 7: In **Performing facility name**, type **NL**, and click facility of choice.

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**.

From the Office of Health Informatics

Customized Favorite Searches

July 3, 2025

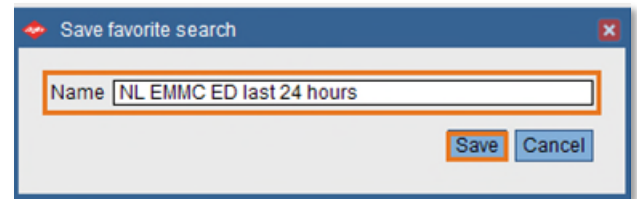
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STEP 11: Name the favorite search.

STEP 12: Click Save.

STEP 13: Left-click dropdown.

STEP 14: Left-click Search.

A dialog box titled "Save favorite search" with a red close button in the top right corner. It contains a text input field labeled "Name" with the text "NL EMMC ED last 24 hours" entered. Below the input field are two buttons: "Save" and "Cancel".

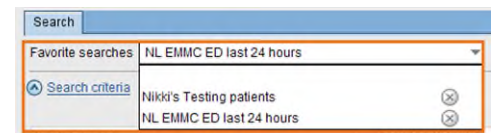
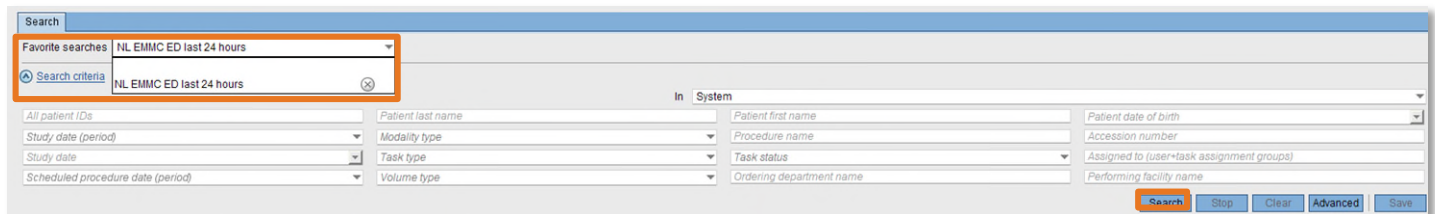
Using Favorite Searches

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.

A search panel with a "Search" tab. It has a "Favorite searches" dropdown menu showing "NL EMMC ED last 24 hours". Below it is a "Search criteria" section with a list of criteria: "Nikki's Testing patients" and "NL EMMC ED last 24 hours". Each criterion has a close icon (X) to its right.The main search interface. It features a "Search" tab and a "Favorite searches" dropdown menu showing "NL EMMC ED last 24 hours". Below this is a "Search criteria" section with a list of criteria: "NL EMMC ED last 24 hours". To the right of the criteria is a "In: System" dropdown menu. Below these are several input fields for search criteria: "All patient IDs", "Patient last name", "Patient first name", "Patient date of birth", "Study date (period)", "Modality type", "Procedure name", "Accession number", "Study date", "Task type", "Task status", "Assigned to (user+task assignment groups)", "Scheduled procedure date (period)", "Volume type", "Ordering department name", and "Performing facility name". At the bottom right are buttons for "Search", "Stop", "Clear", "Advanced", and "Save".

NOTE: Add multiple Favorite searches if needed.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.