

June 27, 2025

Cancel Restore default

This flyer demonstrates how to customize Enterprise Imaging desktop to enable user to search for studies using multiple search criteria.

Customize the Search Screen

- Click the **Search** icon. **STEP 1:**
- Click List area. **STEP 2:**
- Select Customize search fields. **STEP 3**:
- STEP 4: Click **Columns** options to select how many search field columns are in view.
- STEP 5: Select a field from Available search fields box to add it to **Displayed** search fields box.
- **STEP 6**: Click the **right** arrow to move to **Displayed** search fields box.

Select a field from	Fin Listarea Tools Help		Customize Search Fields	
Available search	Activities overviews	🕋 🔼 🆓 Maran 🗸	These settings were saved for User: RDLA	C1
fields box to add	Star Customize columns	Search	Columns	0
it to Displayed	Wy selection	Favorite searches	Select the search fields to be displayed in the	ne simple search screen.
search fields box.	Clinican Worldflow To do O total	All patient IDs	Available search fields	Displayed search fields All patient IDs Patient last name Patient first name
Click the right	Details +	Study date (period) Study date	Action history Action items	Patient date of birth Study date (period)
arrow to move to	Follow-up - My list 0	Scheduled procedure date (period)	Additional technologists Assigned to (task assignment grou	Modality type Procedure name
Displayed search	My recently viewed 0	č2	Body part 6 Case rejected	Study date
fields box.			Case submitter Classification	Task status Assigned to (user+task assignm
Select a field from Displayed search fields .			Clinical tollow-up Clinical history Clinical info	Scheduled procedure date (peno Volume type 7 Performing facility name Ordering department name

Conference date

Confidentiality code

Save new settings for User * RDLAC1 *

Show preview

Conference date (period) Conference name

Optails on the selected search field

- Click the **left arrow**, the field will move to the **Available STEP 8**:
- **STEP 9**: Click the **up** and **down** arrows to change the display order.

search fields and be removed from the search column.

STEP 10: Click **OK**.

STEP 7:

NOTE: Any search field moved from Available search fields list to the Displayed search fields list will automatically be at the bottom of the list, the last search field displayed. Use the up and down arrows to move a search field to desired location.

Customize the Task List

- Click the **Lists** icon. <u>STEP 1</u>:
- Click List area. **STEP 2**:
- Select Customize Columns. **STEP** 3:
- **STEP 4**: Click a column header in the **Available** field.
- **STEP 5**: Click the **right arrow** to move it to the **Displayed** field.

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- **<u>STEP 6</u>**: Click the column header in the **Displayed** field.
- **<u>STEP 7</u>**: Click the **up** and **down arrows** to move the column header to the desired location.
- **<u>STEP 8</u>**: Click the **left arrow** to remove a column header from the **Displayed** field back to the **Available** field.



- STEP 9: Click OK.
- <u>NOTE</u>: The columns display left to right on the To Do List screen in the order they display in the Displayed field.

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