

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

## Customize the Search Screen

**STEP 1:** Click the **Search** icon. 

**STEP 2:** Click **List** area.

**STEP 3:** Select **Customize search fields**.

**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.

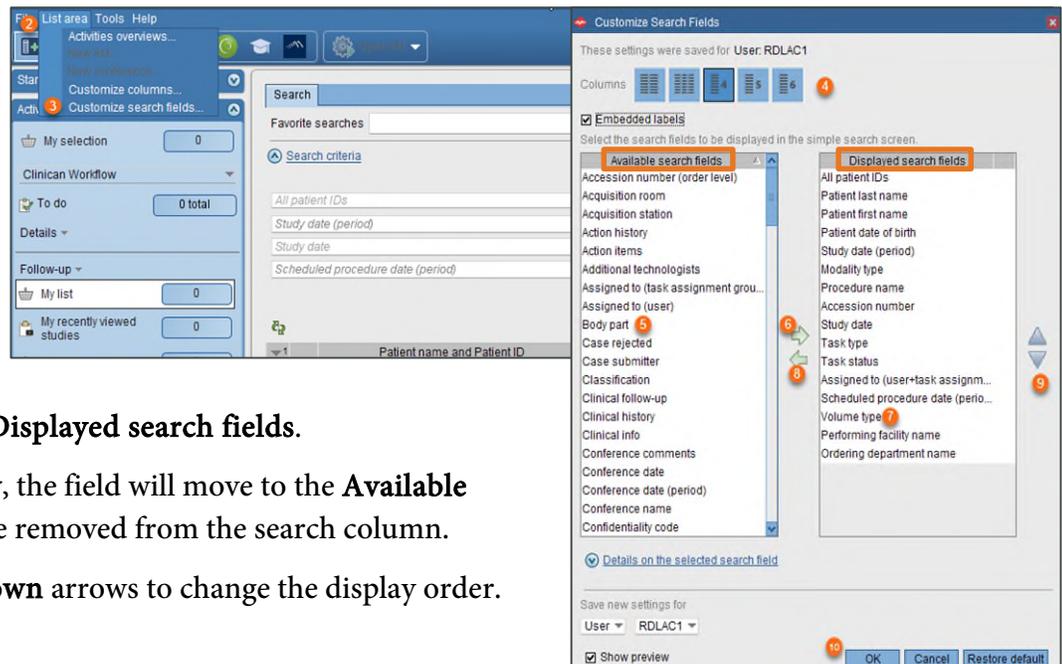
**STEP 6:** Click the **right arrow** to move to **Displayed search fields** box.

**STEP 7:** Select a field from **Displayed search fields**.

**STEP 8:** Click the **left arrow**, the field will move to the **Available search fields** and be removed from the search column.

**STEP 9:** Click the **up** and **down** arrows to change the display order.

**STEP 10:** Click **OK**.



**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

**STEP 1:** Click the **Lists** icon. 

**STEP 2:** Click **List** area.

**STEP 3:** Select **Customize Columns**.

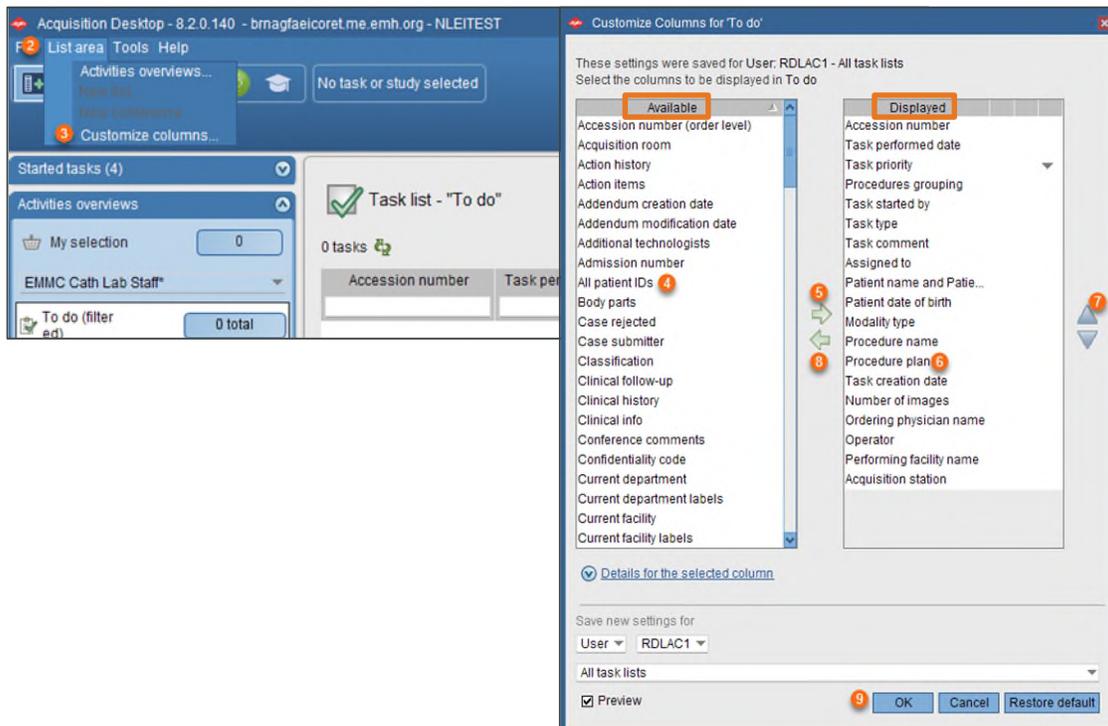
**STEP 4:** Click a column header in the **Available** field.

**STEP 5:** Click the **right arrow** to move it to the **Displayed** field.

**STEP 6:** Click the column header in the **Displayed** field.

**STEP 7:** Click the **up** and **down** arrows to move the column header to the desired location.

**STEP 8:** Click the **left arrow** to remove a column header from the **Displayed** field back to the **Available** field.



**STEP 9:** Click **OK**.

**NOTE:** The columns display left to right on the To Do List screen in the order they display in the **Displayed** field.