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This Quick Reference Guide (QRG) reviews the process of tracking cases in SurgiNet.

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## Common Buttons & Icons

	Blue arrow icon
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## Track Cases

➤ From the Perioperative Tracking board:

STEP 1: Click the tab for the specific tracking board you need.

STEP 2: Click the **Filter** down-arrow.

STEP 3: Click the appropriate filter.

STEP 4: Click and drag the Column Separator to resize columns as needed.

STEP 5: Click a cell to enter free text information as needed.

**NOTE:** This is available for some but not all cells.

STEP 6: Scroll right for additional columns.

## Navigate to a Patient Chart

➤ From the Perioperative Tracking board:

STEP 1: Double-click the blue arrow for the patient's chart you need.

## Set a Manual Event

➤ From the Perioperative Tracking board:

STEP 1: Right-click the **Status** field for the patient you need to document the event for.

STEP 2: Click **Set Events**.

STEP 3: Click the tab based on the event you want to add.

STEP 4: Click the event you want to add.

STEP 5: Verify that the correct information is listed.

STEP 6: Click **OK**.

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### **Modify/Remove an Event**

➤ From the Perioperative Tracking board:

STEP 1: Right-click the **Status** field.

STEP 2: Click **Set Events** .

STEP 3: Right-click the event name.

STEP 4: Click **Remove Event** or **Modify Event** based on what is needed.

STEP 5: Click **OK**.