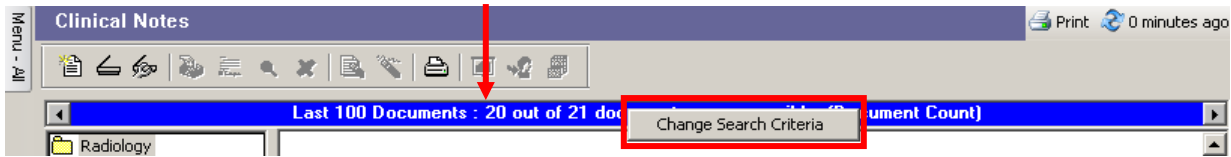


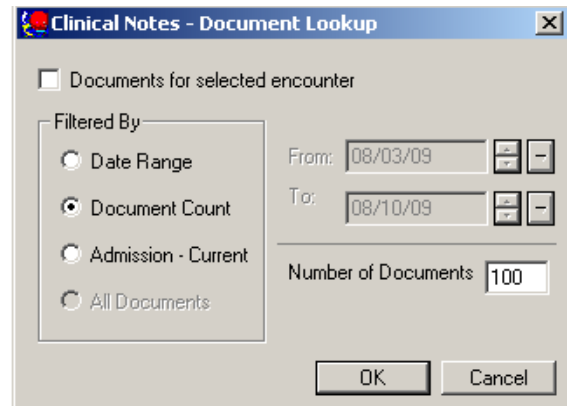
# How to Change Search Criteria - Quick Guide

For *current* login:

1. Open patient's chart to Clinical Notes
2. Right-click Search Criteria bar
3. Select Change Search Criteria



4. Click one Filtered By option
5. Fill in From/To dates or number of documents
6. Click OK



For *all* logins:

1. Open patient's chart to Clinical Notes
2. Click Documents on Menu bar
3. Select Options



4. Click Index Defaults tab
5. Make selection(s)
6. Click OK

