How to Change Search Criteria - Quick Guide

For current login:

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

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



For all logins:

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

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