

Filters and Searching

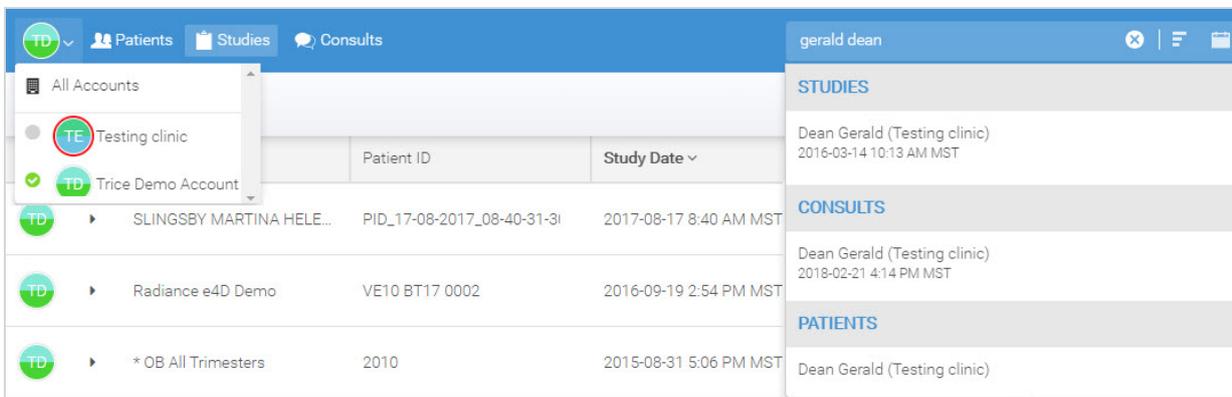
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Searching

You can search for studies and patients using the Search feature at the top of every screen. Type in the patient's name or any keyword, followed by **Enter** on your keyboard:



Tricefy will start searching before you finish typing - possible results auto-populate into a menu. If you see what you are looking for, you can select it from the populated results:



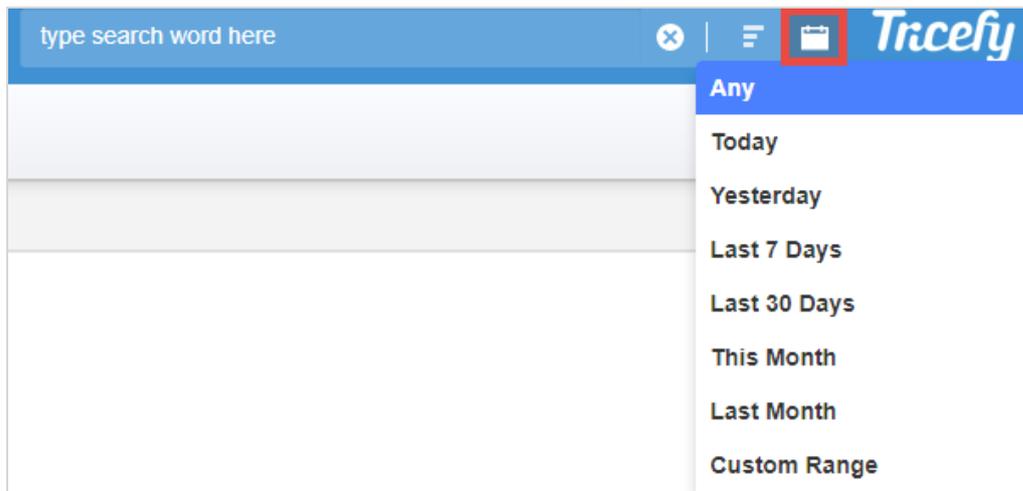
- If you are a member of multiple clinics, the name of the clinic will be included in the results

Filters - Changing what you see

You can refine the search by applying filters to help find a specific result or to simply reduce the items on your Study List, Consult List, or Patient screen (apply filters without entering a search word).

Date Filters

To view studies from a specific date (or date range), select the Calendar icon:



Selecting **Today** will only display studies created today, whereas selecting **Last Month** will only display studies created during the previous month.

To search or only view studies during a specific date range, choose **Custom Range**:

A screenshot of the "Custom Range" filter form. The form has a blue header with the text "Custom Range". Below the header, there are two text boxes labeled "FROM:" and "TO:". Below these text boxes are two gray input fields. At the bottom of the form is a blue button with the text "SHOW".

Selecting inside the **From** and **To** text boxes will display calendars for specifying the start and end of the date range. After you entered your dates, select **Show** to apply the date filters.

Additional Filters

To view studies from a specific modality or with a specific status or label, select the  icon.

1. Select a category (listed in the gray box)
2. Check filters to apply (filters will be shown in the white box once a category is selected)
3. Repeat the process to apply filters from other categories. Choosing an option in a new category does not de-select previous selected options.

A screenshot of the Tricefy filter menu. At the top, there is a search bar with the placeholder text "type search word here" and a close button (X). Below the search bar is a list of filter categories with their respective counts:

Filter Category	Count
Sources	4
Destinations	6
Perf. Physicians	6
Ref. Physicians	16
Operators	6
Labels	94
Statuses	9
Patient Share	All

At the bottom of the filter menu, there are two buttons: "Show" and "Clear".

When you are done choosing filters, select **Show** to apply the filters.

Filter Examples

A screenshot of the Tricefy filter menu with status filters applied. The filter categories and their counts are:

Filter Category	Count
Sources	4
Destinations	6
Perf. Physicians	6
Ref. Physicians	17
Operators	6
Labels	95
Statuses	2 / 9
Patient Share	All

The "Statuses" filter is expanded, showing a list of status options with radio buttons:

- finalized
- last
- ongoing
- read
- ready for review
- review
- scan started
- test

At the bottom of the filter menu, there are two buttons: "Show" and "Clear".

In the example above, only examinations with the status "finalized" and "ready for review" would be shown on your study list.

Selecting **Patient Share** allows you to filter and search for studies that include (or not include) patient links:

Sources	5	<input checked="" type="radio"/> All
Destinations	8	<input type="radio"/> Yes
Perf. Physicians	7	<input type="radio"/> No
Ref. Physicians	19	
Operators	11	
Labels	127	
Statuses	12	
Patient Share	All	

Show Clear

Clearing Filters / Search Results

Filters and search words stay applied even when switching screens. You will know you have filters applied because:



- An X in the Search field means a search word or filter is currently applied
 - Select the X to clear a search word
- A red circle over the Calendar icon means that date filters are applied
 - Select the X twice to clear a date filter
- A red circle over the List icon means that other filters are applied
 - Select the X twice to clear additional filters