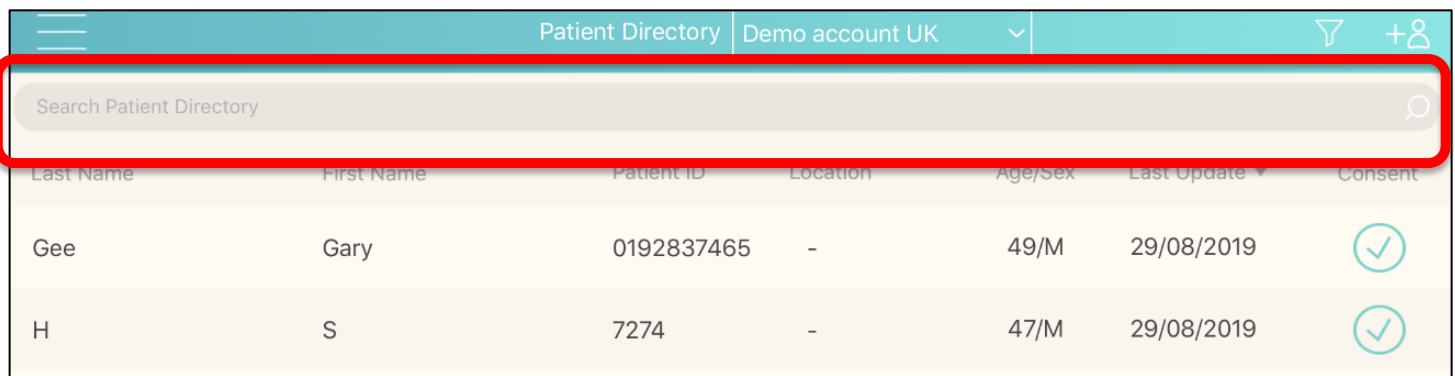


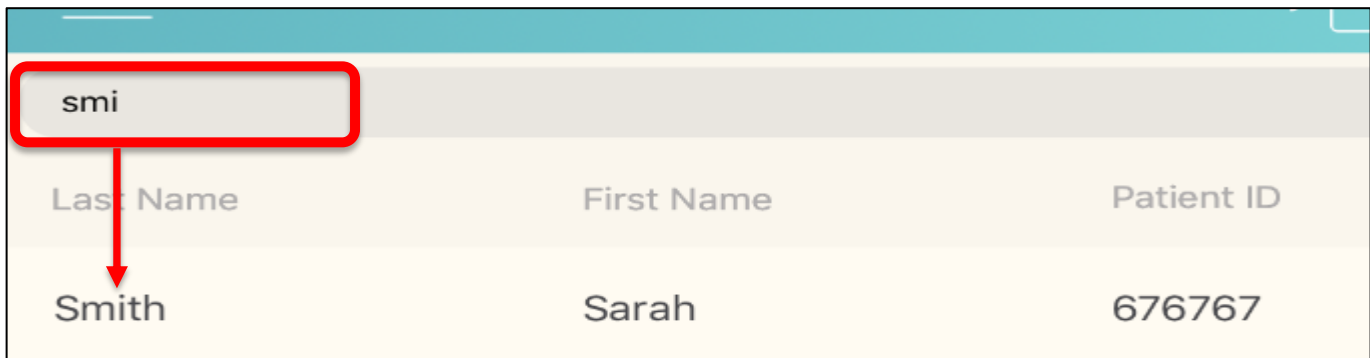
# Finding patients & using filters

Once you have logged into the inSight App you are presented with a comprehensive list of patients within your organisation/site. There are two ways you can narrow down this list;

1. Use the 'Search' bar at the top of page by beginning to type part of the information (name, patient ID etc.) relating to a specific patient you want to find – see below;

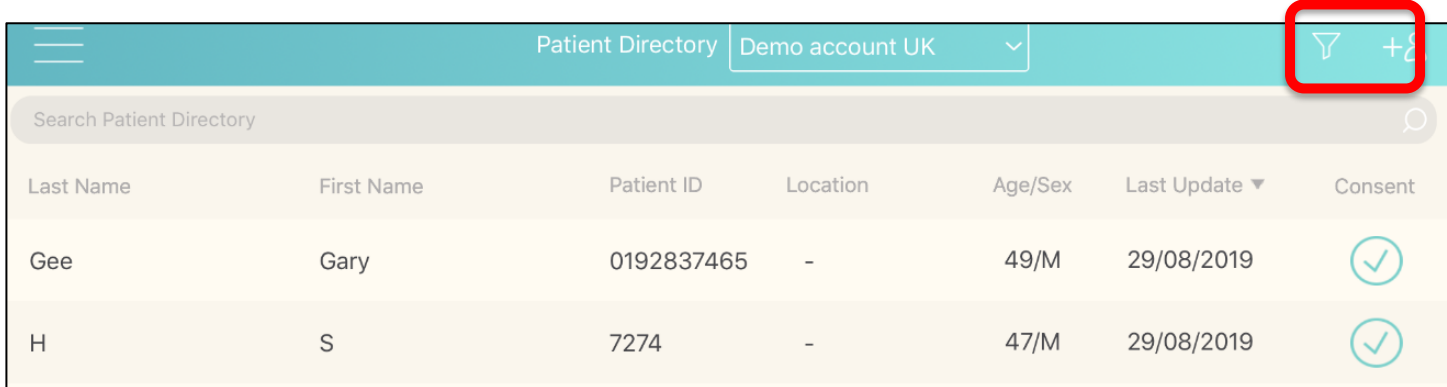


Last Name	First Name	Patient ID	Location	Age/Sex	Last Update	Consent
Gee	Gary	0192837465	-	49/M	29/08/2019	<input checked="" type="checkbox"/>
H	S	7274	-	47/M	29/08/2019	<input checked="" type="checkbox"/>



Last Name	First Name	Patient ID
Smith	Sarah	676767

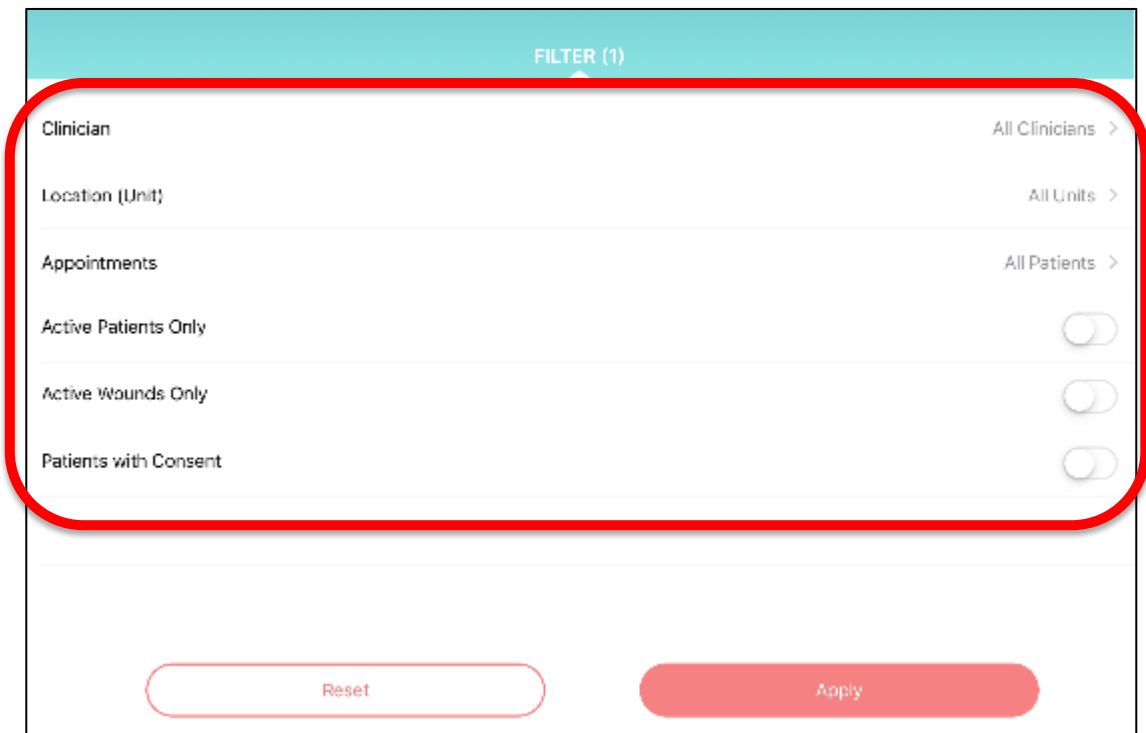
## 2. Use the filter function – see below



The screenshot shows the Patient Directory interface. At the top right, there is a filter icon (a funnel) and a plus sign, both enclosed in a red box. Below the header is a search bar labeled "Search Patient Directory". The main content is a table with the following columns: Last Name, First Name, Patient ID, Location, Age/Sex, Last Update, and Consent. Two rows are visible: one for "Gee, Gary" and one for "H, S".

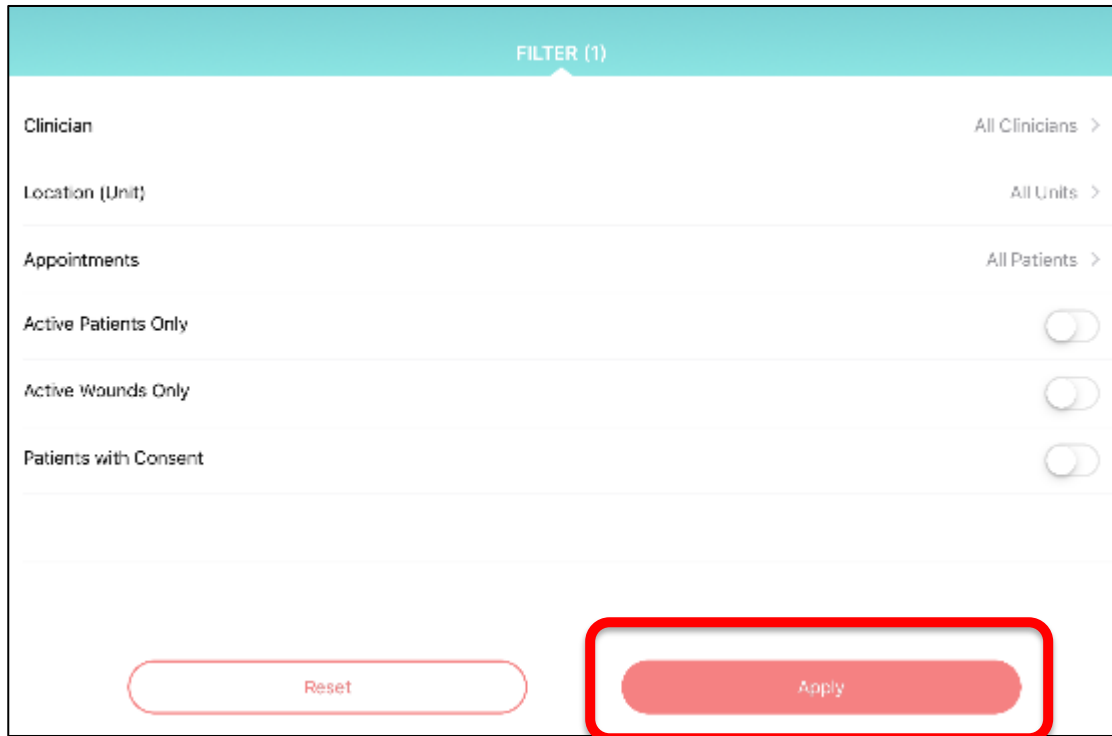
Last Name	First Name	Patient ID	Location	Age/Sex	Last Update	Consent
Gee	Gary	0192837465	-	49/M	29/08/2019	<input checked="" type="checkbox"/>
H	S	7274	-	47/M	29/08/2019	<input checked="" type="checkbox"/>

- This allows you to narrow down the list of patients based on the various criteria such as;
  - a. Clinician
  - b. whether the patient is active in the system
  - c. Location/unit



The screenshot shows the filter menu. At the top, it says "FILTER (1)". Below this, there are several filter options, each with a right-pointing arrow: "Clinician" (All Clinicians >), "Location (Unit)" (All Units >), "Appointments" (All Patients >), "Active Patients Only" (toggle switch), "Active Wounds Only" (toggle switch), and "Patients with Consent" (toggle switch). At the bottom, there are two buttons: "Reset" and "Apply".

- Once you have selected the filters you want to apply, simply press 'apply'



FILTER (1)

Clinician All Clinicians >

Location (Unit) All Units >

Appointments All Patients >

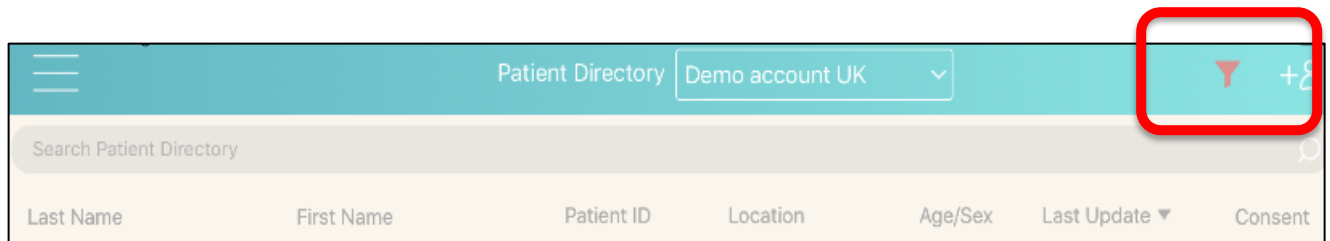
Active Patients Only

Active Wounds Only

Patients with Consent

Reset Apply

NB: If you log into the App and the filter option is red then this means that various filters are still applied from previous use of the filter function – see below;



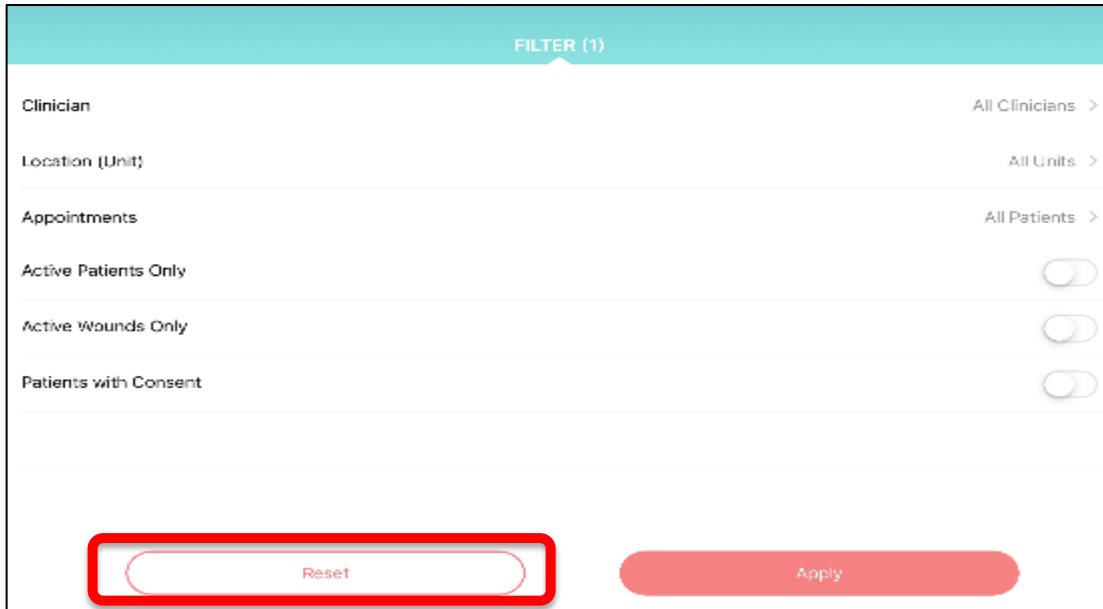
Patient Directory Demo account UK

Search Patient Directory

Last Name	First Name	Patient ID	Location	Age/Sex	Last Update	Consent
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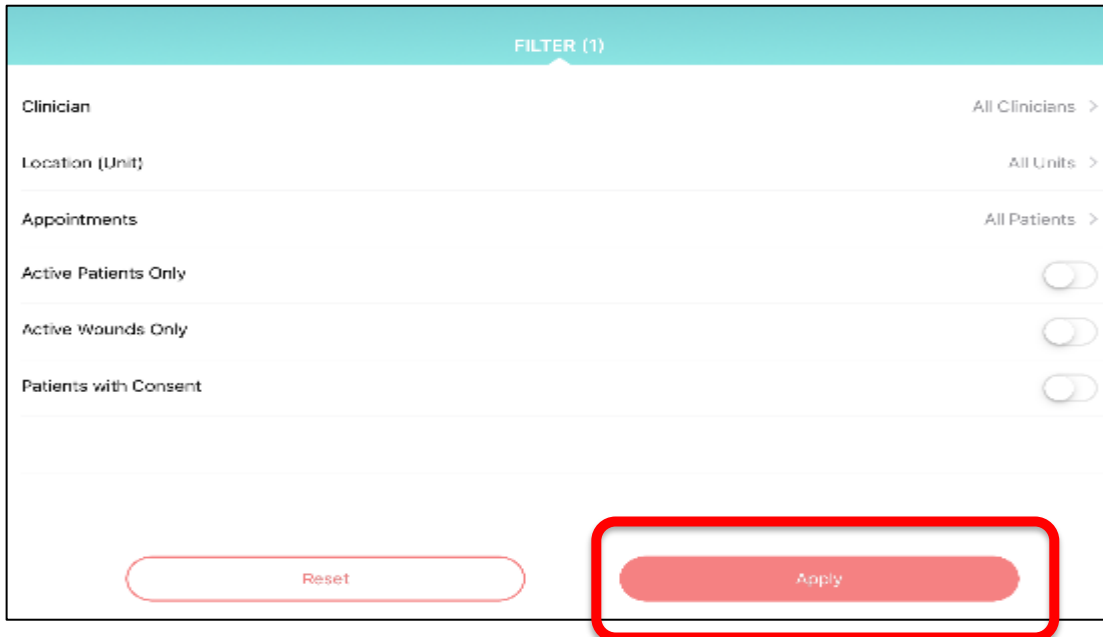
Filter icon (red funnel) highlighted with a red box.

- To ensure that you are beginning with the full list of patients for your organisations please ‘reset’ all filters by selecting the ‘reset’ button – see below



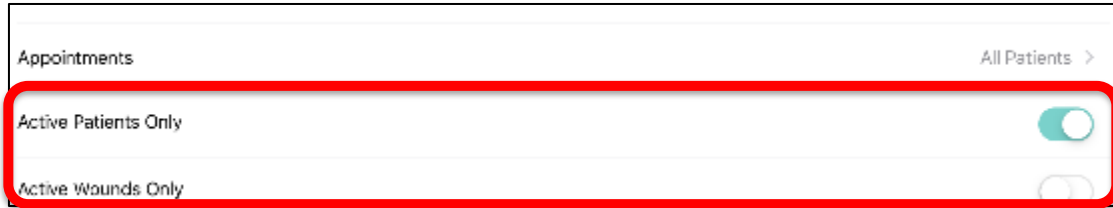
The screenshot shows a filter panel titled "FILTER (1)". It contains several filter categories: "Clinician" (All Clinicians >), "Location (Unit)" (All Units >), "Appointments" (All Patients >), "Active Patients Only" (toggle), "Active Wounds Only" (toggle), and "Patients with Consent" (toggle). At the bottom, there are two buttons: "Reset" and "Apply". The "Reset" button is highlighted with a red rectangular border.

- You then need to save this action by selecting the ‘apply’ button – see below



The screenshot shows the same filter panel as above. The "Apply" button at the bottom right is highlighted with a red rectangular border.

- You may also wish to slide across the 'active patients only', 'active wounds only' buttons so that they are not highlighted in turquoise as this further opens up the list of patients.

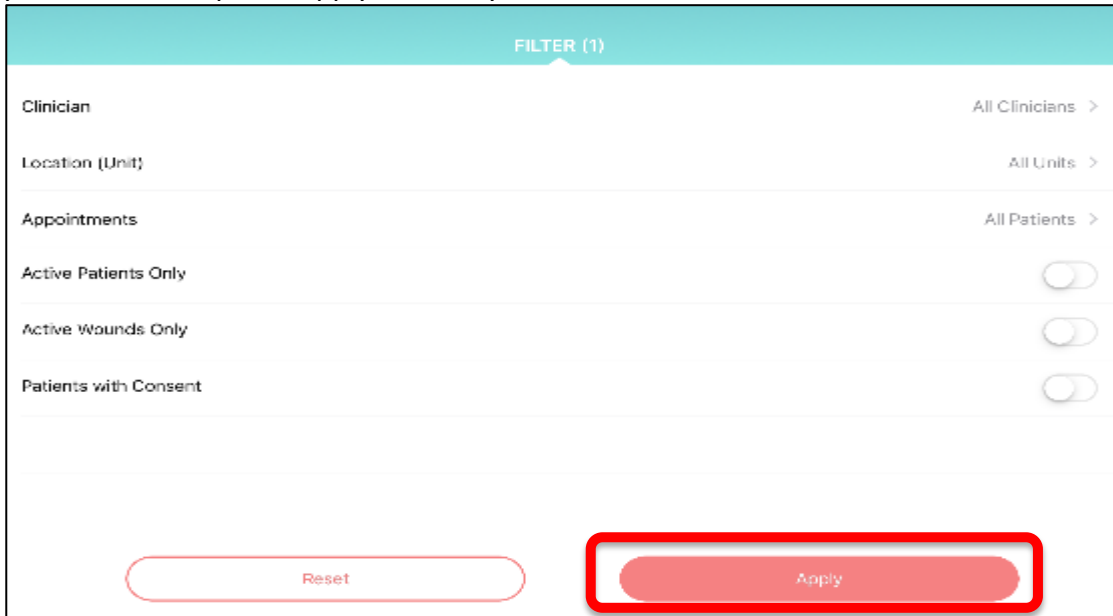


Appointments All Patients >

Active Patients Only

Active Wounds Only

- Always remember to press 'apply' to save your selection once it has been made



FILTER (1)

Clinician All Clinicians >

Location (Unit) All Units >

Appointments All Patients >

Active Patients Only

Active Wounds Only

Patients with Consent

Reset Apply