AccessANYware^{SM}
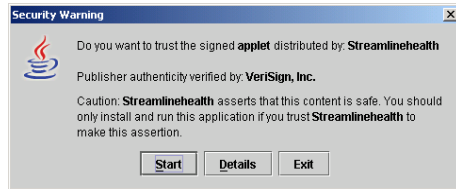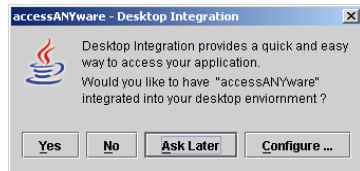# Quick Reference Card

Log On

   Double click on this icon on your desktop

First time logging on you will see two screens:

Click Start

Click No

Search for Patients

1. Select **Search Button**. The **Search Criteria** window displays. Use the % as a wildcard if you don't know the full name.
2. Enter the appropriate search criteria in the **Basic Search** section.
3. Click **Search**. The **Search Results** window displays.

NOTE: You can sort your results by selecting the header of the desired column. If you click once on the heading, the sort is ascending.

4. Select the patient records to add to your work list by selecting the check box that is located next to patient record.
5. Click **OK**. The system adds the patient record to your work list.

Viewing Documents

When you select anything in your work list in the left pane, the associated image, properties, and/or data displays in the data viewer in the right pane.

To view a document:
1. Scroll up or down in the list and click the desired document. The selected document displays in the data viewer.

Comparing Documents:
You can view and compare two documents, simultaneously.
To compare two documents:
1. Select a patient record you wish to view.
2. Select the desired document. The document displays in the viewer.
3. From the **Action** menu, select **View in New Window**. A new window opens displaying the document you selected.
4. In the original viewer window, either select another file to view from another patient or if viewing another page in a document, select the desired page to view. That image displays in the viewer for comparison.

Clearing Work lists

1. To clear entire work list go to File, Clear work list
2. To clear a patient, right click on patient name and select remove from work list.

Printing Documents

(The use of this feature is based on user permissions)

1. Select either the **Category** or **Visit View** tab.
2. **Right-click** on the document you wish to print. A menu displays.
3. Select **Print** from this menu or click **Print** on the document viewer toolbar.
4. Enter the appropriate print criteria.
5. Click **OK**. The document prints to the selected/default printer or the document faxes to the designated location.

Manipulating the Image:
You can use any of the following features to manipulate the displayed image or other functionality. (Select View or Icons on Menu Bar):

1. Magnifying Documents
2. Rotating Documents
3. Zooming Documents
4. Collapse All Items
5. Expand All Items

Changing Your Password

Note: Based on your permissions, the following options may appear in your File menu and on your toolbar.

1. From the **File** menu, select **Change Password**.
2. Enter old password, new password, and confirm password. Click **OK**.

Icons