

## How to use the Elastic Search

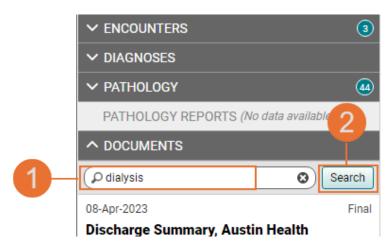
NOTE: Images in this document are a visual representation only. Your system view may appear slightly different.

The Elastic Search function allows you to search for information by typing full or partial within the Search. This is particularly useful when a patient has numerous documents, as it guides you to the document and relevant section of the document you are looking for.

- Step 1 Enter your full or partial term into the Search bar
- Step 2 Review the search results

## Step 1 | Enter your full or partial term into the Search bar

- Click into the Documents Search bar and type in your full or partial term.
- Press **Enter** on your keyboard or click on the **Search** button.





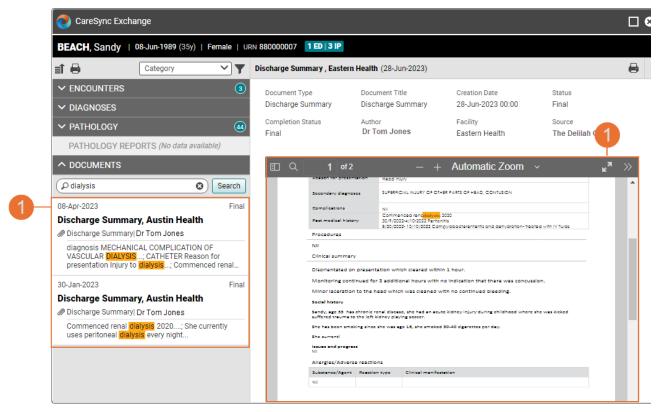


## **Quick Reference Guide**

Page 2 of 2

## Step 2 | Review the results

Sticky search results will appear in yellow highlighted in both the Document cards and the Document details window of the selected card.



Review the results to locate the document and area of the document you are seeking.

