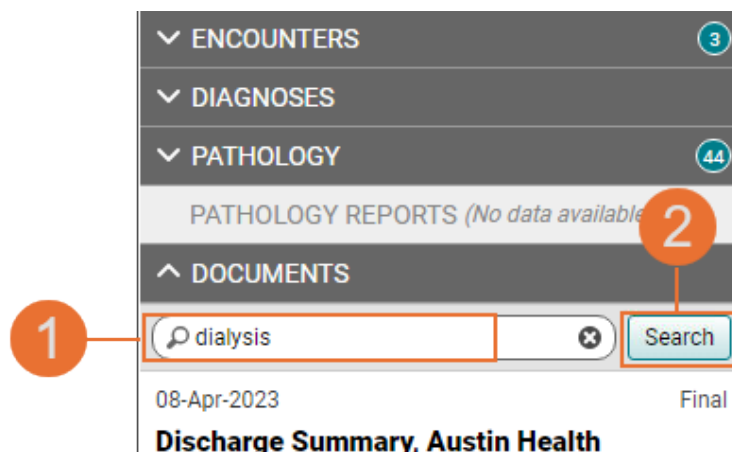**CareSync Exchange**

How to use the Elastic Search

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
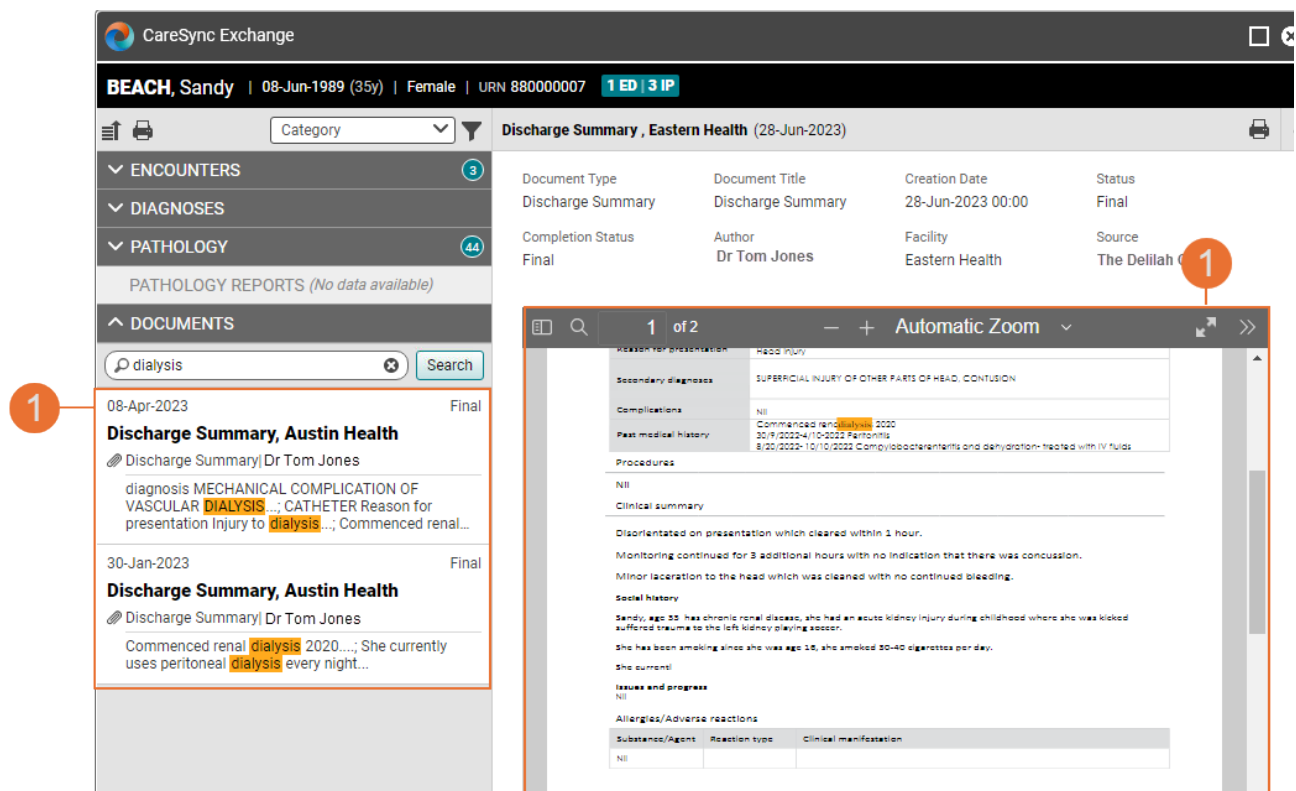- Step 2 Review the search results

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

1 Click into the Documents Search bar and type in your full or partial term.

2 Press Enter on your keyboard or click on the Search button.

Step 2 | Review the results

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

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