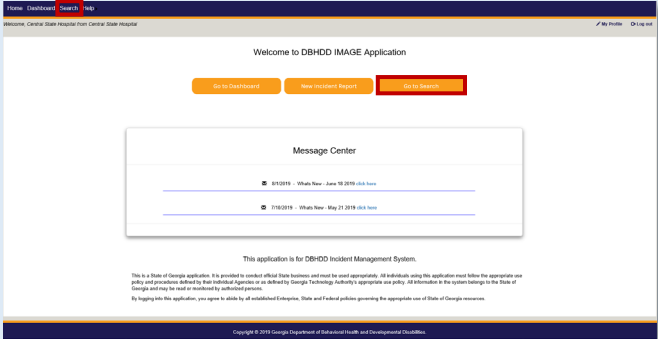
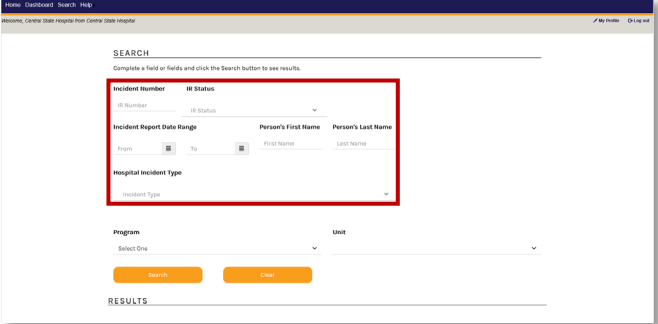


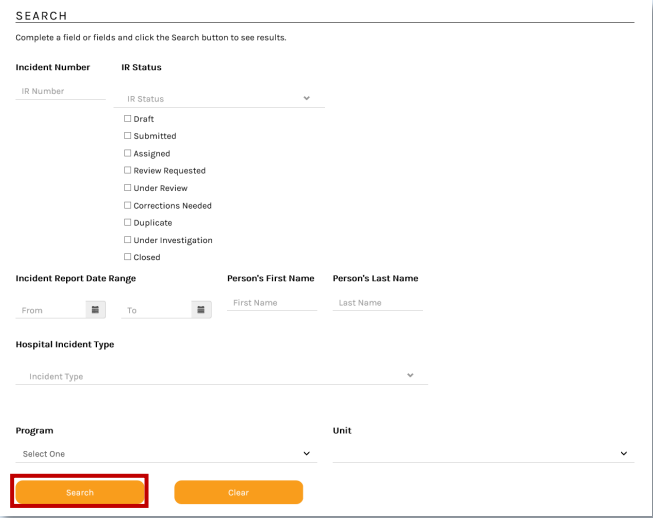

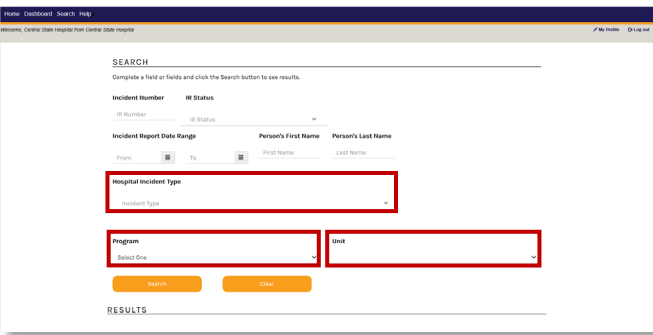


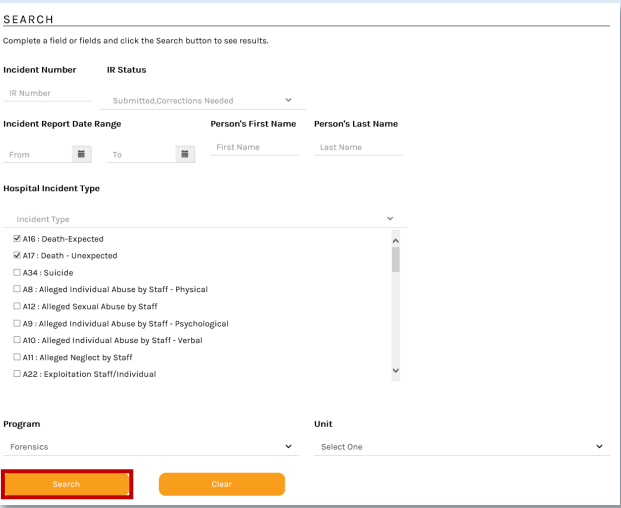
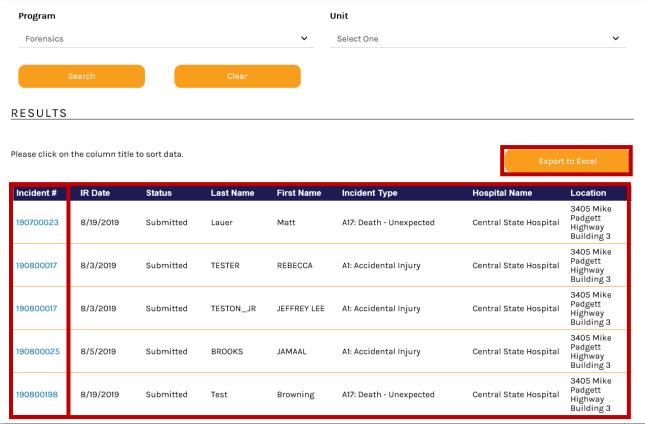
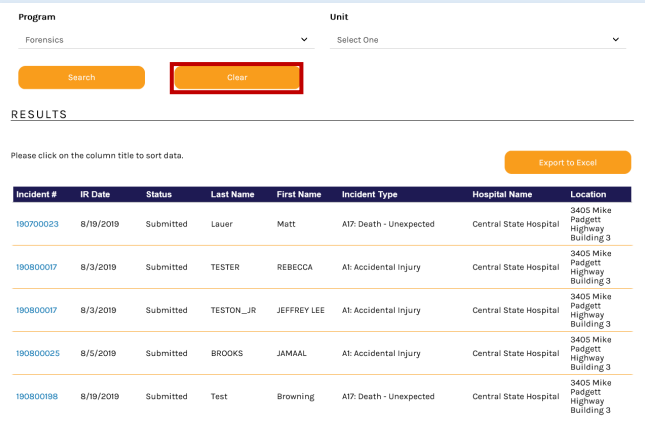
Using the Search Function

SUMMARY

This job aid shows how to use the Search function in Image.

Step	Action	Visual
1	<p>There are two ways you can access Search. You can select the Search link in the upper-left of the screen or select the Go to Search button from the Image home page.</p>	
2	<p>From the SEARCH page, you can search for an Incident Report using one or more of the following criteria: Incident Number, IR Status, Incident Report Date Range, Person's First Name, Person's Last Name, Hospital Incident Type, Program and Unit.</p>	

Step	Action	Visual
<p>3</p>	<p>When searching using the IR Status field, you can select the dropdown arrow and choose to search by one or more status types:</p> <ul style="list-style-type: none"> • Draft (if the form has been started but not submitted) • Submitted (if the form has been submitted for review) • Assigned (if the form has been assigned to another user) • Review Requested (if a review of the form has been requested of a user by another user) • Under Review (if the form has been opened by a user for review) • Corrections Needed (if the form has corrections that are needed before it can be marked as Closed) • Duplicate (if the form is a duplicate of another form) • Under Investigation (if the form is under investigation by one or more investigative teams) • Closed (if the form has been filled in, reviewed, no further actions are needed, and it has been marked as Closed) 	
<p>4</p>	<p>You can also use the dropdown arrow to select the Hospital Incident Type and you can use the drop-down arrow to select the hospital Program. Once you have chosen the Program type, you can use the drop-down arrow in the Unit field to select a specific unit within the selected Program type.</p> <p> NOTE: If you want your search results to return all Incident Reports for your organization, do not select any search criteria.</p>	

Step	Action	Visual																																																
5	<p>Once you have indicated your search criteria, select the Search button.</p>	 <p>The screenshot shows the search interface with the following fields: Incident Number (IR Number), IR Status (Submitted, Corrections Needed), Incident Report Date Range (From/To), Person's First Name, Person's Last Name, Hospital Incident Type (with a list of incident types including A16, A17, A34, A8, A12, A9, A10, A11, A22), Program (Forensics), and Unit (Select One). The Search button is highlighted with a red box.</p>																																																
6	<p>All Incident Reports that match your search criteria will display in the RESULTS section. If multiple Incident Reports are displayed, you can use the column titles to sort the results. This functionality is the same as on the Dashboard page.</p> <p>You can select the desired incident number link to go to the Incident Overview page for that incident.</p> <p>You can use the Export to Excel button to create a spreadsheet that contains your search results.</p>	 <p>The screenshot shows the search results page. The search criteria are the same as in step 5. Below the search buttons, there is a 'RESULTS' section with an 'Export to Excel' button highlighted in red. Below that is a table of incident reports with columns: Incident #, IR Date, Status, Last Name, First Name, Incident Type, Hospital Name, and Location. The table contains 6 rows of data, with the first row highlighted in red.</p> <table border="1"> <thead> <tr> <th>Incident #</th> <th>IR Date</th> <th>Status</th> <th>Last Name</th> <th>First Name</th> <th>Incident Type</th> <th>Hospital Name</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>190700023</td> <td>8/19/2019</td> <td>Submitted</td> <td>Lauer</td> <td>Matt</td> <td>A17: Death - Unexpected</td> <td>Central State Hospital</td> <td>3405 Mike Padgett Highway Building 3</td> </tr> <tr> <td>190800017</td> <td>8/3/2019</td> <td>Submitted</td> <td>TESTER</td> <td>REBECCA</td> <td>A1: Accidental Injury</td> <td>Central State Hospital</td> <td>3405 Mike Padgett Highway Building 3</td> </tr> <tr> <td>190800017</td> <td>8/3/2019</td> <td>Submitted</td> <td>TESTON_JR</td> <td>JEFFREY LEE</td> <td>A1: Accidental Injury</td> <td>Central State Hospital</td> <td>3405 Mike Padgett Highway Building 3</td> </tr> <tr> <td>190800025</td> <td>8/5/2019</td> <td>Submitted</td> <td>BROOKS</td> <td>JAMAAL</td> <td>A1: Accidental Injury</td> <td>Central State Hospital</td> <td>3405 Mike Padgett Highway Building 3</td> </tr> <tr> <td>190800198</td> <td>8/19/2019</td> <td>Submitted</td> <td>Test</td> <td>Browning</td> <td>A17: Death - Unexpected</td> <td>Central State Hospital</td> <td>3405 Mike Padgett Highway Building 3</td> </tr> </tbody> </table>	Incident #	IR Date	Status	Last Name	First Name	Incident Type	Hospital Name	Location	190700023	8/19/2019	Submitted	Lauer	Matt	A17: Death - Unexpected	Central State Hospital	3405 Mike Padgett Highway Building 3	190800017	8/3/2019	Submitted	TESTER	REBECCA	A1: Accidental Injury	Central State Hospital	3405 Mike Padgett Highway Building 3	190800017	8/3/2019	Submitted	TESTON_JR	JEFFREY LEE	A1: Accidental Injury	Central State Hospital	3405 Mike Padgett Highway Building 3	190800025	8/5/2019	Submitted	BROOKS	JAMAAL	A1: Accidental Injury	Central State Hospital	3405 Mike Padgett Highway Building 3	190800198	8/19/2019	Submitted	Test	Browning	A17: Death - Unexpected	Central State Hospital	3405 Mike Padgett Highway Building 3
Incident #	IR Date	Status	Last Name	First Name	Incident Type	Hospital Name	Location																																											
190700023	8/19/2019	Submitted	Lauer	Matt	A17: Death - Unexpected	Central State Hospital	3405 Mike Padgett Highway Building 3																																											
190800017	8/3/2019	Submitted	TESTER	REBECCA	A1: Accidental Injury	Central State Hospital	3405 Mike Padgett Highway Building 3																																											
190800017	8/3/2019	Submitted	TESTON_JR	JEFFREY LEE	A1: Accidental Injury	Central State Hospital	3405 Mike Padgett Highway Building 3																																											
190800025	8/5/2019	Submitted	BROOKS	JAMAAL	A1: Accidental Injury	Central State Hospital	3405 Mike Padgett Highway Building 3																																											
190800198	8/19/2019	Submitted	Test	Browning	A17: Death - Unexpected	Central State Hospital	3405 Mike Padgett Highway Building 3																																											
7	<p>If you want to conduct another search, select the Clear button to clear all of the previous criteria.</p>	 <p>The screenshot shows the search results page with the same data as in step 6. The 'Clear' button is highlighted with a red box, indicating it has been selected to clear the search criteria.</p>																																																