

## Logging On and Off

- **Log On:** Log into your Health Information System (HIS). Click the link for **ConnectingOntario** OR Go to <https://portal.connectinggta.ca/pe/p/gl> and enter your ONE<sup>®</sup> ID username and password
- **Log Off:** Click **Logout** in the header and close all browser windows


## Searching for a Patient in the Viewer

1. On the header, click **Search for a patient**
2. Select one of the three search methods (a, b, or c)
3. Enter **patient identifiers**
  - If performing an Advanced Search (c), you must enter First and Last Name and at least one of
    - i) date of birth
    - OR
    - ii) street address and city
4. Select **Search**
5. In "Patient Search Results", select the **Patient**
  - For privacy and security reasons, a maximum of 5 results display
6. Select **View Selected Patient**



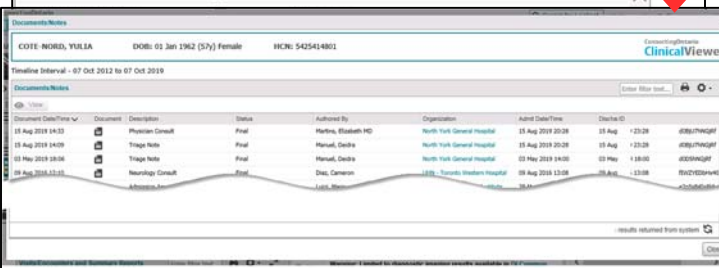
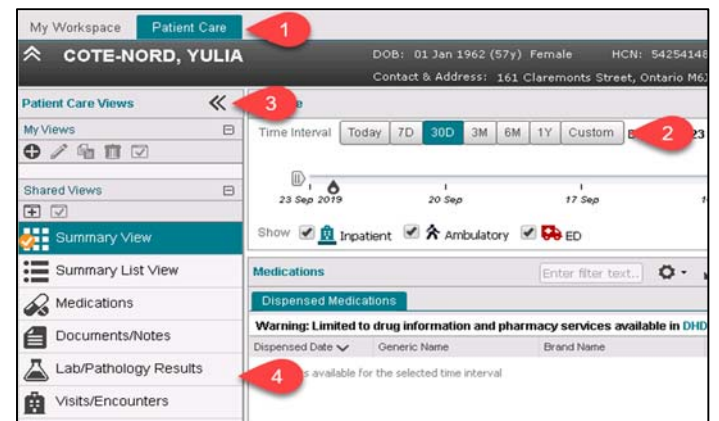
**Tip:** In Patient Search Results, double-click to select and display a patient

## Viewing Patient Information

1. Select the **Patient Care** tab
2. To change the timeline (default 30 days): select **Today**, **7D**, **30D**, **3M**, **6M**, **1Y** or **Custom**
3. Expand the Navigation Bar by clicking the **double arrow**
4. Select the desired view. Selecting **Summary List View** or a **portlet icon** opens the full-sized portlet, displaying more information columns than are displayed in the **Summary View**
- OR
5. Select the Portlet Expander  , available in every portlet in Summary View. (Select **Close** to return to Summary View.)

### Notes:

- When expanded, the portlet contains a patient banner and timeline
- Column configuration, filtering, printing and refresh functionality are the same as in Summary View
- Preferences changed while in expanded portlet view and overriding of patient consent will apply in the Summary View when the expanded view is closed



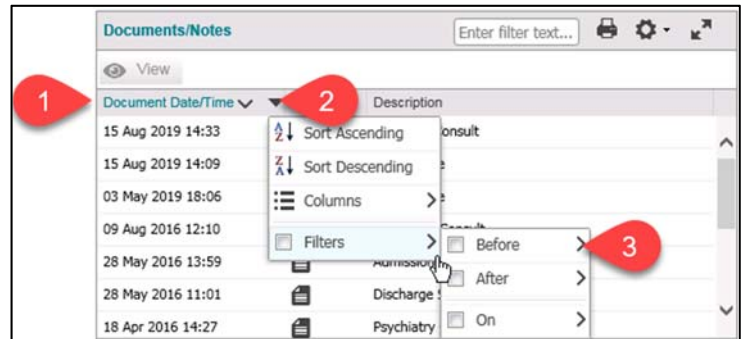
## Sorting and Filtering within a Portlet

To sort information chronologically or alphabetically:

1. Select any **column title**

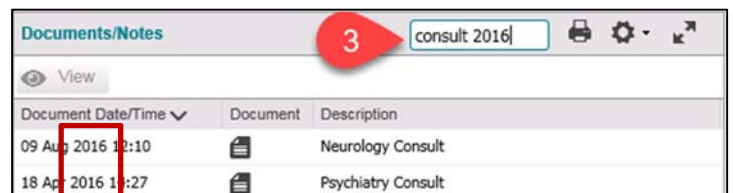
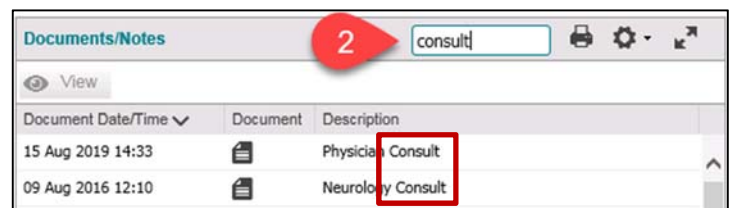
To filter information in a single column:

2. Hover over a column header to display a **down arrow ▼**; select the arrow to display the menu
3. Select a displayed filter OR select the text box and begin typing the **Filter Value**



To filter across the entire portlet:

1. Select the portlet header's filter field
2. Enter the desired text
  - The filter is applied as you type
3. To add more filters on other visible columns in the portlet, press **Spacebar** and type the entry
  - The results returned will include only those records containing ALL of the filter entries
  - The results will be applied in addition to any column-level filters that have been applied
  - To remove the filter, delete the contents of the filter field



## Opening Documents in the Document Viewer

Multiple documents/reports can be opened in separate document viewer windows. These can be documents from the same portlet or from different ones for the same patient. It is also possible to include the image(s) from a DI accession number (row).

### Notes:

1. Each document viewer window has a maximize / minimize option
2. Each document viewer window can be resized; however, there is a minimum allowed size. If the viewer is manually made smaller than that, it will resize to the minimum
3. Depending on how the internet browser is configured, it may be necessary to access multiple document viewer windows from the toolbar

