

Logging On and Off

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

Searching for a Patient in the Viewer

1. Click **Search for a patient** in the header
2. Select one of the three search methods (a, b, or c)
3. Type in **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. Click **Search**
5. Click the **Patient** under “Patient Search Results”
 - For privacy and security reasons, a maximum of 5 results display
6. Click **View Selected Patient**



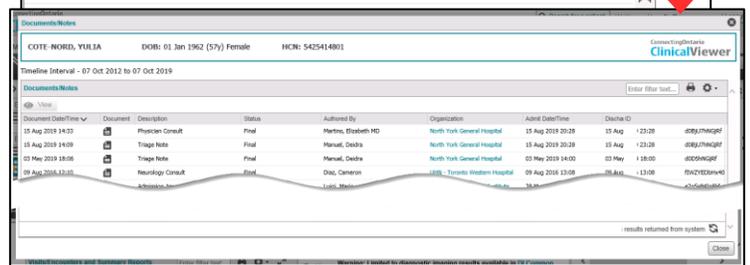
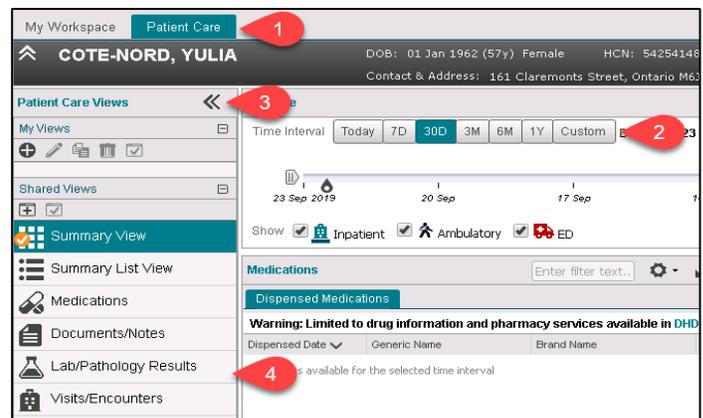
Tip: Double-click to select and display a patient from Patient Search Results

Viewing Patient Information

1. Click the **Patient Care** tab
 2. To change the timeline (default 30 days): Click **Today**, **7D**, **30D**, **3M**, **6M**, **1Y** or **Custom**
 3. Click the **double arrow** on the Navigation Bar to expand it
 4. Click the desired view. Clicking **Summary List View** or a **portlet icon** opens the full-sized portlet, which displays more information columns than are displayed in the **Summary View**
- OR**
5. Click the Portlet Expander , available in every portlet in Summary View. (Click **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



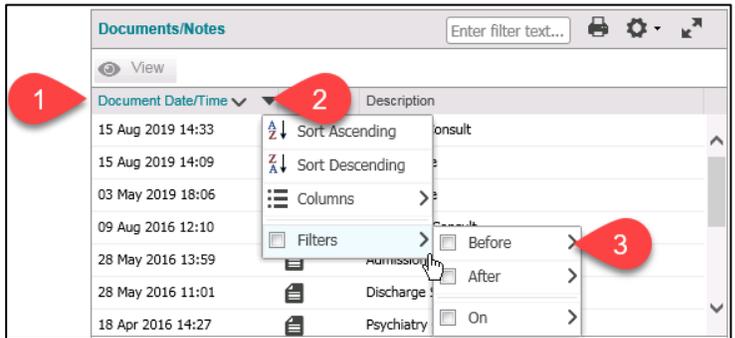
Sorting and Filtering within a Portlet

To sort information chronologically or alphabetically:

1. Click any **column title**

To filter information in a single column:

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



To filter across the entire portlet:

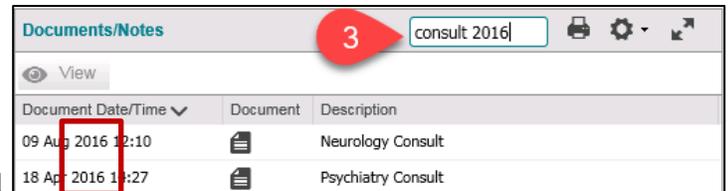
1. Click in the portlet header's filter field

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.

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 be resized 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

