

13 How do I select a patient?

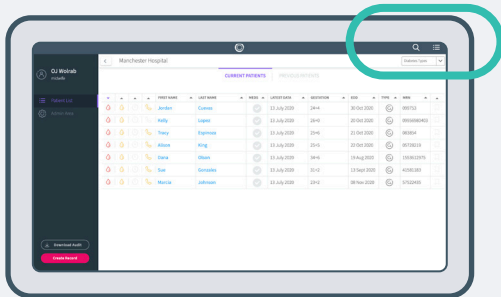
Ref: CORP-052-01

Task: Search for a patient so that their record can be viewed

Previous actions taken: Login to the GDm-Health desktop app

Step 1

Click on the **Search** icon in the top right-hand corner of the page.



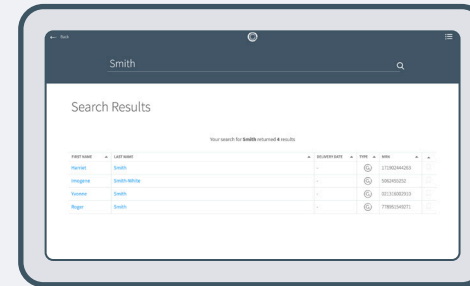
Step 2

Click on the search area and enter the patient's name or NHS number.

Click on the search button.

Step 3

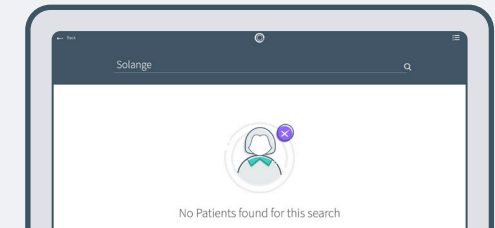
List of relevant patients will be shown. Click on selected patient.



Step 4

If there are no relevant patients, an error message will be displayed.

If incorrect details were entered, please try again with the correct details.



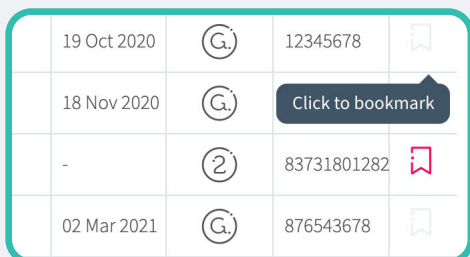
Task: Bookmark a patient so that their record can be viewed

Previous actions taken: Login to the GDm-Health desktop app

Step 1

On the right-hand side of each patient, there are bookmark icons.

You can bookmark or un-bookmark by clicking on that icon.



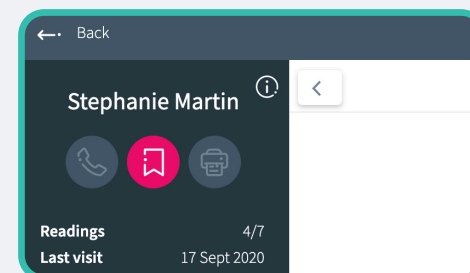
Step 2

The **Bookmark** icon will turn red when it is marked and grey when it is unmarked.

If you bookmark a patient, you will receive a confirmation of this.

Step 3

You can also bookmark a patient from within their record by clicking the large bookmark icon in the left-hand navigation menu.



Step 4

To sort the patient list by their bookmarks, click on the arrow above the bookmarks column.

