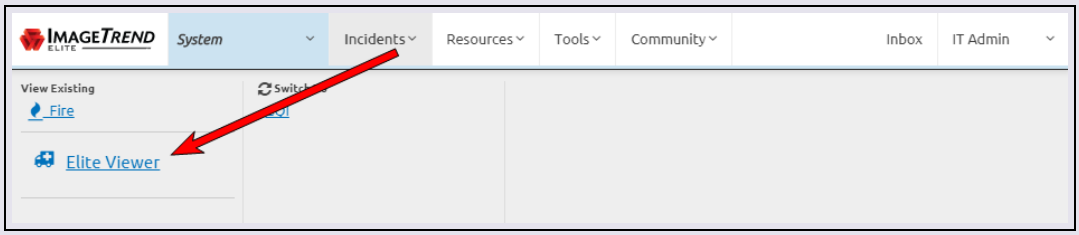
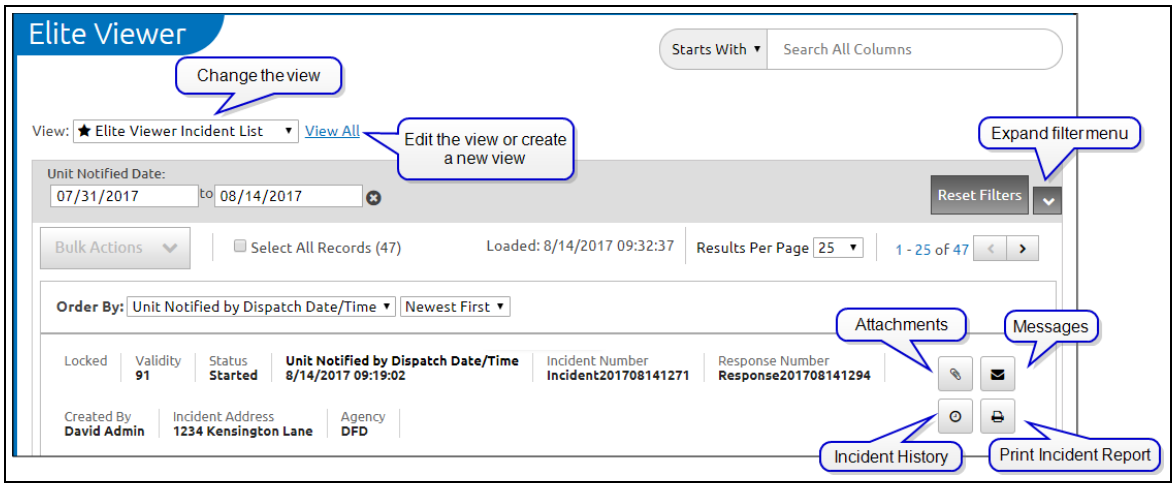
USING ELITE VIEWER

The Elite Viewer list page displays the incidents available to each hospital personnel for reviewing and reporting.

Navigation: *Incidents > Elite Viewer*





Facts

- Elite Viewer refreshes automatically **unless** an incident is selected.
- You cannot open an incident from Elite Viewer, but you can view the incident report as a PDF.
- Bulk print up to 10 incidents at once using the Create Print Report option in the Bulk Actions drop down.

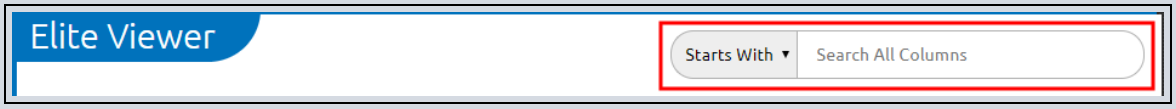
Customizable Features

You can customize the columns and filters that appear on the Elite Viewer list page. For more information, search for "Creating Incident List Views" in Help / University (*Elite* > *Community* > *Help / University*).

Searching and Filters

The Search box can only locate information from within a column currently displayed on the Elite Viewer list. Use the "Creating Incident List Views" article in Help / University to add or remove columns.

Search Tips



To locate a specific incident, use the search options:

- **Starts With:** looks to the first few characters for a match.
- **Contains:** looks for the search terms inside words and fields for a match.
- **Exact:** only looks for the terms that were entered into the Search box.

Not all filters are available by default on the Elite Viewer list. Use the "Creating Incident List Views" article in Help / University to add or remove filters.

Filtering Tips

- Click the thumbtack icon to keep the filters expanded.
- To filter the list based,
  - **Destination,** set the Agency filter to *Equal = Agency Name*.
  - **Incident city,** set the Incident City filter to *Equal = City Name*.
  - **Incident county,** set the Incident Count filter to *Equal = County Name*.