

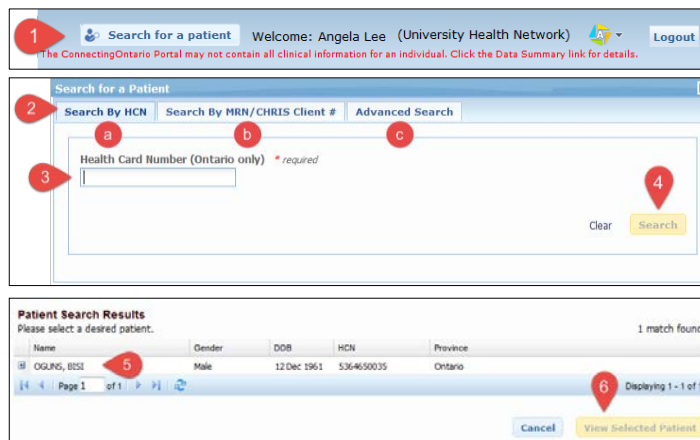
Logging On and Off

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 ONE ID username and password.

Log Off: Click **Logout** (top right) and close all browser windows.

Searching for a Patient in the Viewer

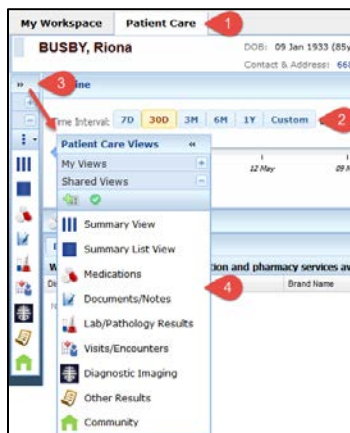
1. Click **Search for a patient** in the header
2. Select one of the three search methods (a, b, or c)
3. Type in **patient identifiers**
 - If performing an Advanced Search (c), you must enter First and Last Name and at least one of i) date of birth OR ii) street address and city
4. Click **Search**
5. Click the **Patient** under the “Patient Search Results”
 - For privacy and security reasons, a maximum of 5 results are displayed
6. Click **View Selected Patient**



Tip: You can double-click to select and display a patient from the Patient Search Results.

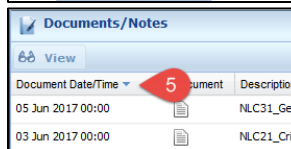
Viewing Patient Information

1. Click on **Patient Care** tab
2. To change the timeline (default 30 days): Click on **7D, 30D, 3M, 6M, 1Y** or **Custom**
3. Click the **double arrow** on the top of 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**



To sort information chronologically or alphabetically,

5. Click on any **column title**



To filter information:

6. Hover on a column header to display a **down arrow ▼**, then click the arrow to display the menu
7. Hover over **Filters**
8. Select a displayed filter or click the text box and begin typing the **Filter Value**

