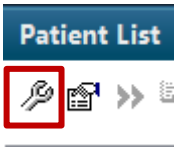
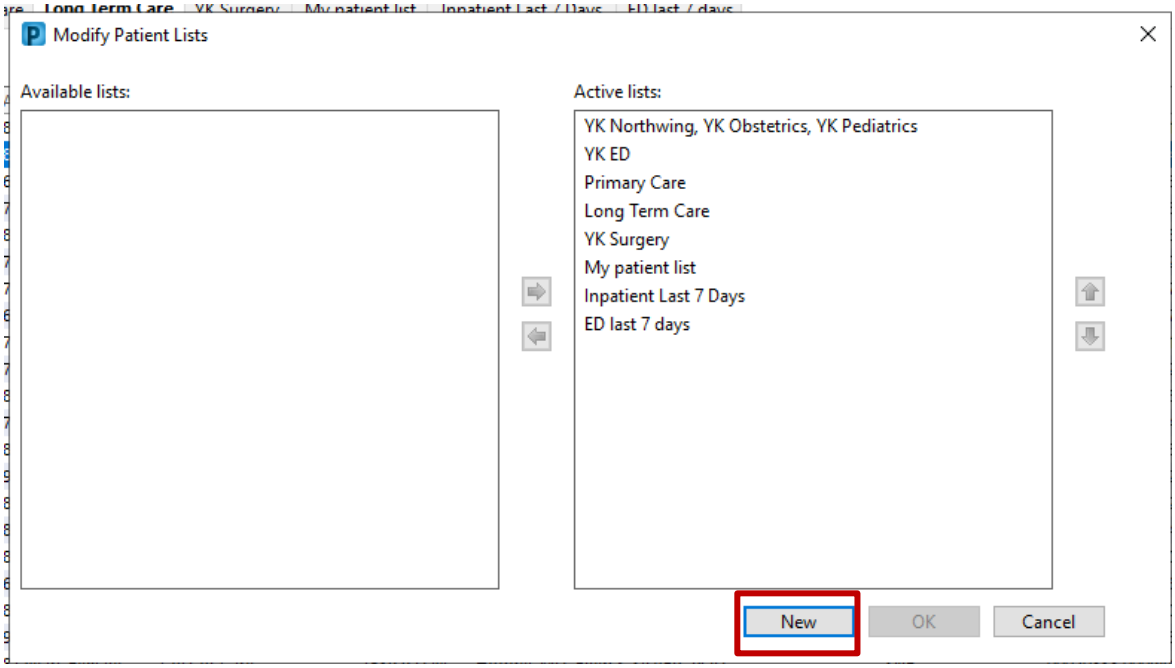
Creating Your Own Personal Patient List

1. Select ‘Patient List’ from your toolbar

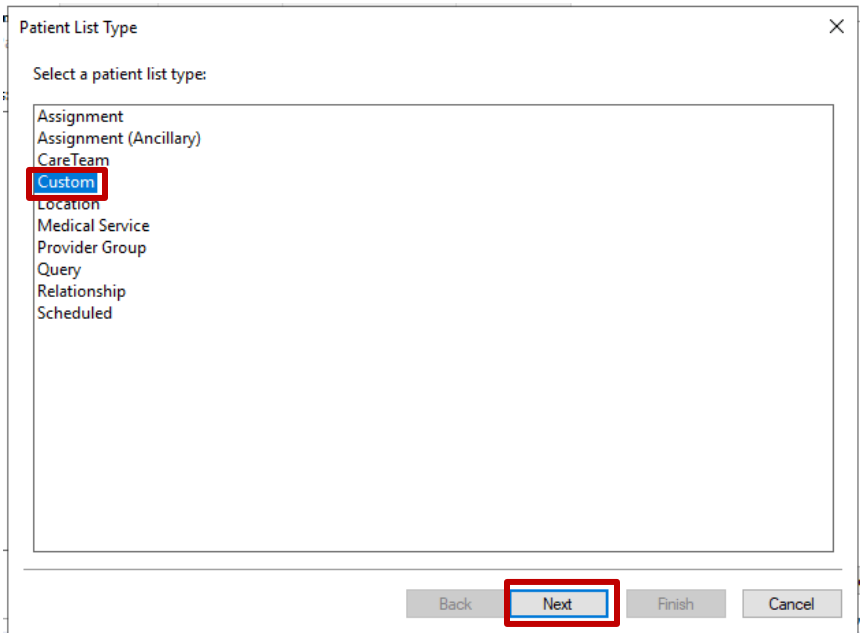
2. To create your ‘Patient List’:
   a) Select the ‘Wrench’ from the toolbar



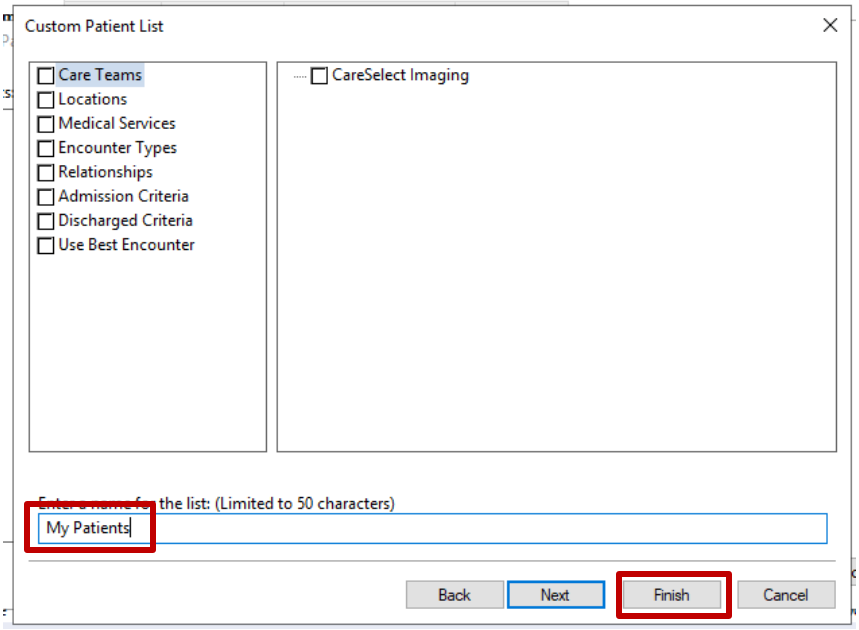
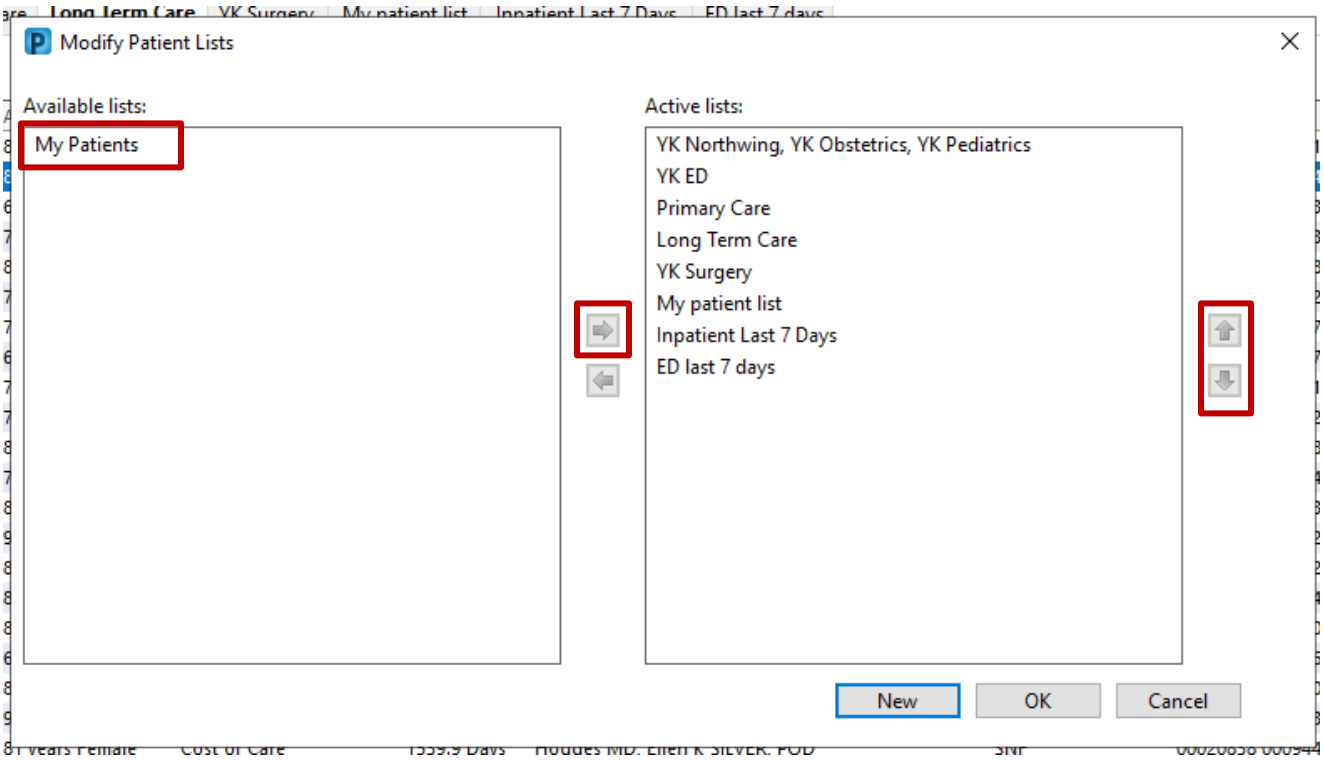
   b) Select 'New'



c) Select 'Custom'



d) Name the new list, select Finish



e) Your new list will now be seen in the left column. Select the list, click on the arrow pointing to the right. The list will populate in the right column and you can use the up and down arrows to organize how your lists appear. The list at the top will be the first tab on the screen.