### Choosing or Switching a Patient List

1. From the Patient List tab, select the Patient List drop-down.
2. Select the patient list from the drop-down list. To switch to another patient list, select a different patient list from the patient list drop-down.

### Adding a Patient to a Patient List

1. Select the Actions drop-down and then Add Patient(s).
2. Enter search criteria, and then click Search for Visits button.
3. Select patient visit.
4. Click Add button to add patient to the patient list, and then click Close button to return to the Patient List tab.

### Finding and Favoriting a Patient List

1. Select the Actions drop-down, and then Find a Patient List to open the Search for patient list(s) screen.
2. Enter search criteria, and then click Favorite icon to open Edit Favorite dialog.
3. (Optional) Change Alias name and then click Save button to return to Search for patient list(s) screen.
4. Click the Close button to return to Patient List.

### Removing a Patient from a Patient List

1. Select the patient you wish to remove.
2. Select the Actions drop-down, and then Remove Patient.

Patient is removed from the patient list.
Selecting an Assignment List and Sublists in the Assignment Tab

1. From the Assignment tab, click the Assignment list drop-down, and then select the Assignment list.
2. Click the checkboxes of the Assignment List and/or sublists that you want displayed.

Assigning Patients in the Assignment Tab

1. Select the patient(s) from the Assignment List or sublist that you want to reassign.
2. With the patient(s) selected, hold the mouse select button down, and then drag and drop the selected patient(s) to the desired sublist.

The newly reassigned patient(s) display with a green highlight.

To reassign patients, repeat steps 1 & 2.