

Search to selection: How to find and choose a patient.

Many patient functions rely on first selecting a particular patient on which an action is to be applied.

Before proceeding with the instructions in this OMP page it is crucial to familiarize yourself with the various **sections** of the page (i.e. **toolbar, blue ribbon, table and form**). If you are not yet acquainted with this information, please click [here](#).

Instructions :

1. Open the Patients page. Click [here](#) to find out how to open this page.
2. Locate a patient in the table section by entering a search term into the search field, which is located in the Blue ribbon. You can use any of the following information as your search term :
 - Patient full name
 - Previous names
 - Patient number
 - National ID
 - Medical aid number

As you type any of the above listed search fields, the table section is updated by filtering out any patients that do not meet the search parameter.

3. After sufficiently narrowing down the table, you can select or focus on a single object by:
 - Navigating the table using the up/down arrow keys on your keyboard.
 - Selecting a specific table row with a left mouse button click.

An object in focus is distinguished by a blue highlight in the table.

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