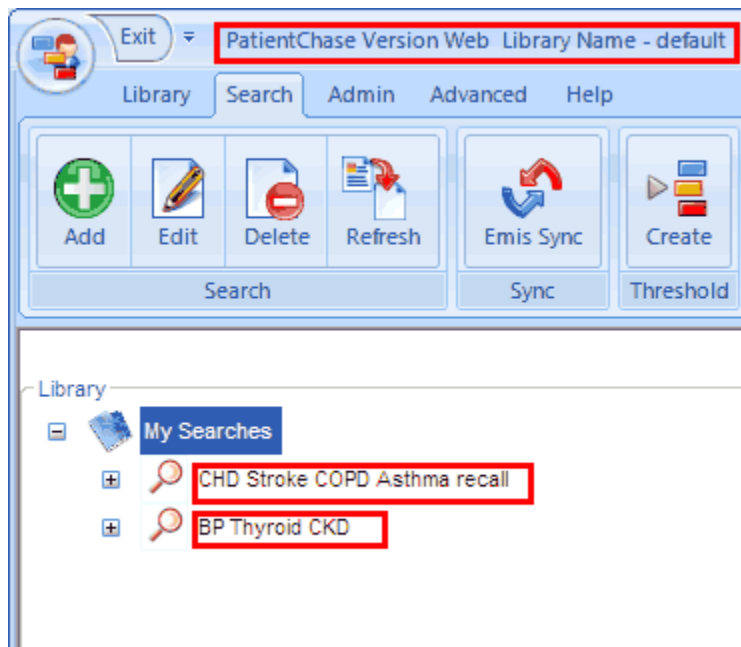


Sharing your Searches

In this section you will be shown how to:

- Share your searches on the network so they can be accessed by other computers running PatientChase.

Step 1 – Familiarise yourself with ‘My Searches’



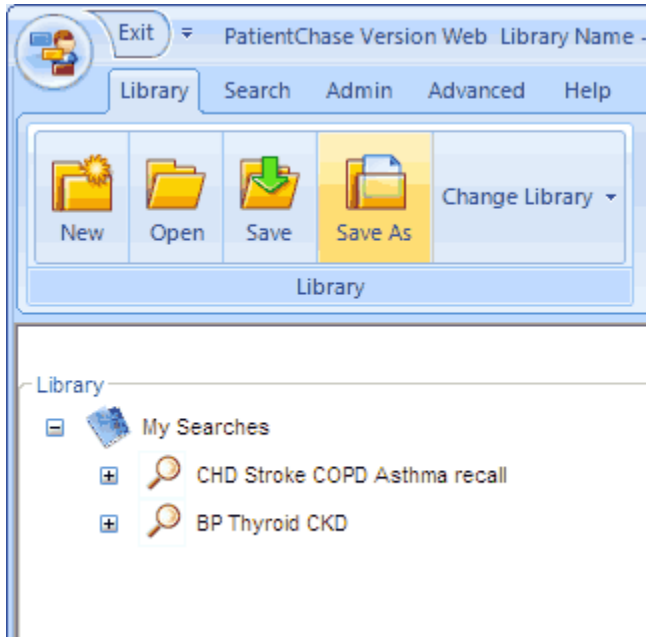
All your searches are stored within a library.

You can have many searches stored within the library. Notice the library above has two searches in it.

By default, your library is saved on your PC's hard drive in the patientchase2.0 folder.

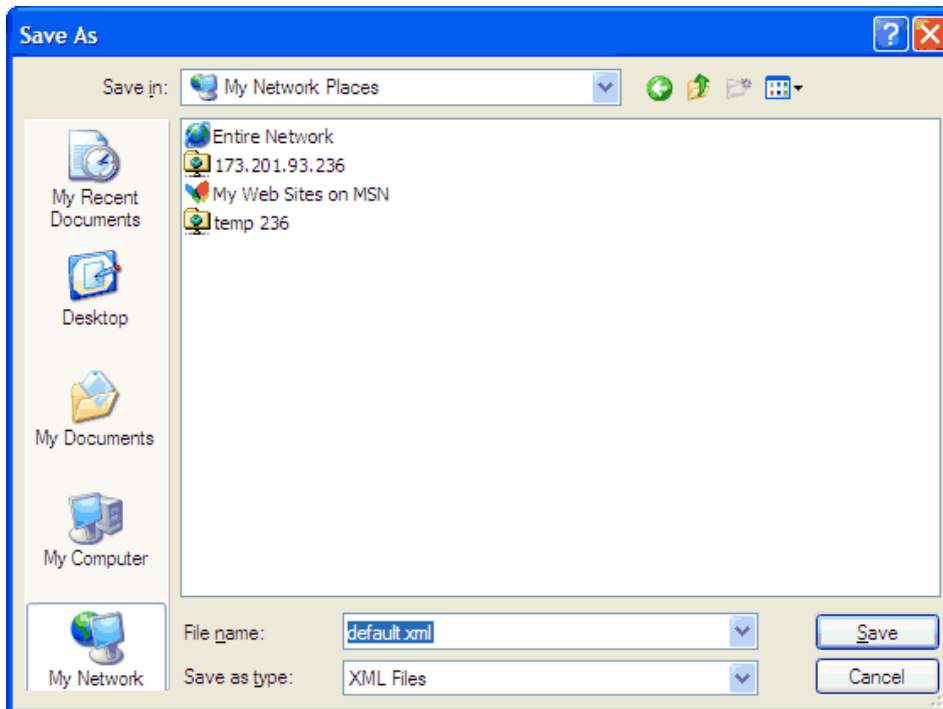
By default, the library is called 'default'. Notice the title at the top.

Step 2 – Sharing your library on your network.

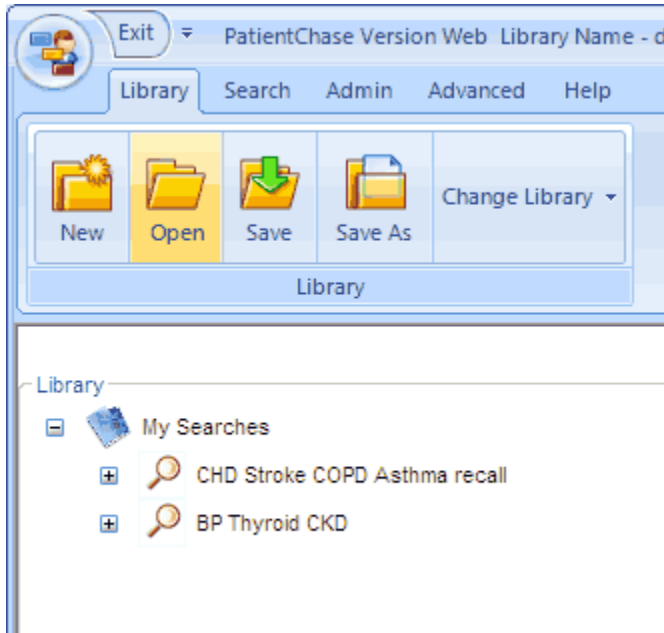


Sharing, saving and opening your library is done in the same way as you do other files in Windows.

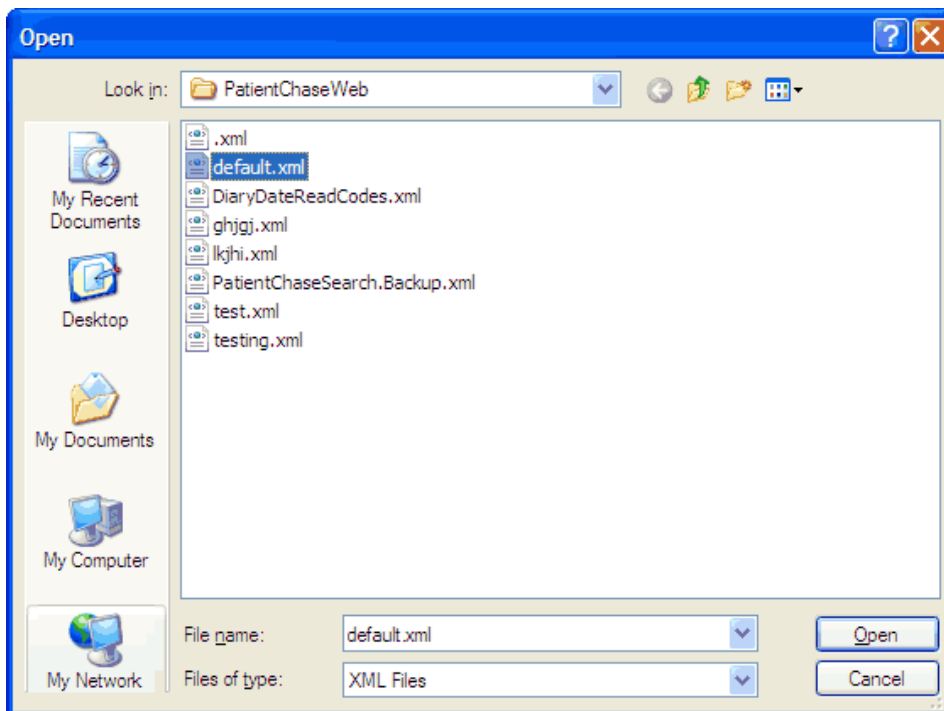
In other words, to share your library (and therefore your searches) on the network, click the Library tab, click 'Save As' and save the file to your network/shared location.



Step 3 – Opening the library from another PC.



Click the Library tab, click 'Open' and locate the file on your network. Click 'Open'.



Remember, to avoid a 'network sharing violation' you'll need to save a local copy of the file to your PC or close your copy of PatientChase if another PC is accessing the file.