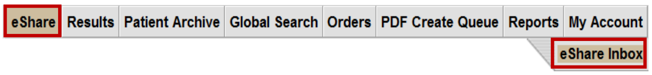
eShare Inbox

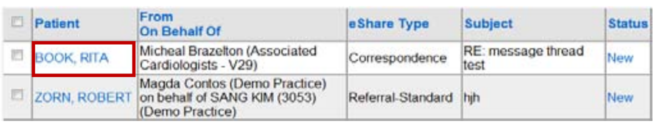
Quick Reference Guide
Version 4.1.5

eShare Inbox

1. Select the **eShare** tab in the navigation menu.



2. Search for patient's by entering patient information into the open **Search Filter** fields.
3. Select **Apply Filters** to execute search.
4. Select the **highlighted patient's name** to open and view the message.



	Patient	From On Behalf Of	eShare Type	Subject	Status
	BOOK, RITA	Micheal Brazelton (Associated Cardiologists - V29)	Correspondence	RE: message thread test	New
	ZORN, ROBERT	Magda Contos (Demo Practice) on behalf of SANG KIM (3053) (Demo Practice)	Referral-Standard	hjh	New

Sort View

1. Select any column and click the **blue column header**. The inbox will sort in ascending or descending order based on the column selected.

eShare

1. For users authorized to access eShare, select the **eShare** icon.
2. A **New eShare box** will open in a separate dialog window.
3. Complete the eShare message and then select **Send**.
4. For complete instructions, see the **eShare Messaging Quick Reference Guide.**

Reply to Message

1. Select the intended **message** and select **Reply**.
2. **Add Recipients** to the message, if required.
3. Select the **Last Message** tab to view the prior message.
4. Enter a message into the **Message box** section.
5. Select **Send** to complete the message.
6. For complete instructions, please see **eShare Messaging Quick Reference Guide.**

Forward Message

1. Select the intended **message** and select **Forward.**
2. **Add Recipients** to the message.
3. Select the **Last Message** tab to view prior message.
4. Enter a message into the **Message box** section.
5. Select **Send** to complete the message.
6. For complete instructions, please see **eShare Messaging Quick Reference Guide.**

Document Tree

1. Select the **Document Tree** icon to view patient documents.
2. Select the **Plus/Minus box** to expand or contract folders.
3. Click the **document name** to view a single document.
4. Select one or more of the **check boxes** at the beginning of the item row to view multiple documents.
5. Select the **View Selected Documents** icon located in the upper right corner of the document tree screen.
6. Scroll onto the document and select the **Print icon located on the dialog screen** to print**.**
7. For complete instructions, please see **Document Tree Quick Reference Guide**.

Message Drafts

1. Saved message drafts are stored in the **Drafts** tab of the Results Inbox.
2. Select the **Drafts** tab to view saved messages.

3. Search for messages by applying a **Search Filter**.
4. Select the **highlighted patient's name** to open and view the message.

View Sent Items

1. Select the **Sent** tab.
2. Search for messages by applying a **Search Filter**.

3. Select the **highlighted patient's name** to open and view the message.

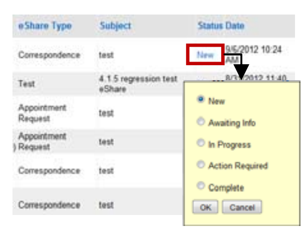
Archived Items

1. Select the intended **messages** and then select **Archive Selected** to move the messages into the Archive Inbox.
2. Select the **Archived** tab to view Archived messages.

3. Search for messages by applying a **Search Filter**.
4. Select the **highlighted patient's name** to open and view the message.

Change eShare Message Status

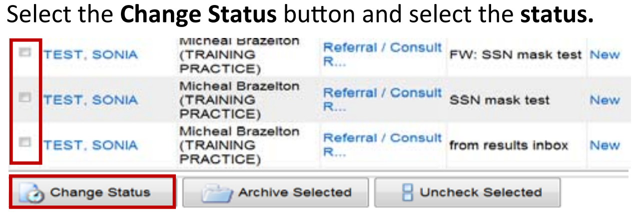
Change single message



1. Select the **highlighted status** located in the **Status column.**
2. Select the **intended status** and then select from the **Okay.** The message status will be changed instantly.

Change multiple messages

1. Select the **check boxes** at the beginning of the patient item rows.
2. Select the **Change Status** button and select the **status.**



	TEST, SONIA	Micheal Brazelton (TRAINING PRACTICE)	Referral / Consult R...	FW: SSN mask test	New
	TEST, SONIA	Micheal Brazelton (TRAINING PRACTICE)	Referral / Consult R...	SSN mask test	New
	TEST, SONIA	Micheal Brazelton (TRAINING PRACTICE)	Referral / Consult R...	from results inbox	New

3. Select **Complete** to continue. Message status will be changed instantly.