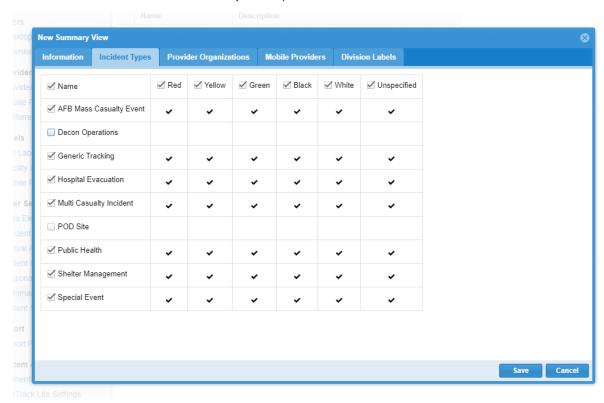
Create a Summary View



Authorized administrators can create new summary views of patient information.



To create a view

- 1. On the upper right, click System Settings.
- 2. On the left, under Other Settings, click Summary Views.
- 3. In the Available Summary Views section, click **New Summary View**. The New Summary View page opens. The page includes tabs for information, incidents, provider facilities, mobile providers, and labels. Each tab also shows triage categories as the table's column headers.
- 4. Enter the Name.
- 5. Enter the **Description**.
- 6. On the $\mbox{\bf Incident Types}$ tab:
 - a. Select the incident types to include in the view.
 - b. Select the triage categories (columns) to include for all incident types.
- 7. On the Provider Organizations tab:
 - a. Select the facility providers to include in the view.
 - Select the triage categories (columns) to include for all facilities.
- 8. On the **Mobile Providers** tab:
 - a. Select the mobile providers to include in the view.
 - b. Select the triage categories (columns) to include for all providers.
- 9. On the Division Labels tab:
 - a. Select the labels to include in the view.
 - b. Select the triage categories (columns) to include for all labels.
- 10. Click Save