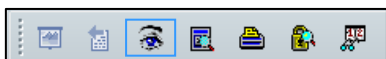


Set inquiry window preferences

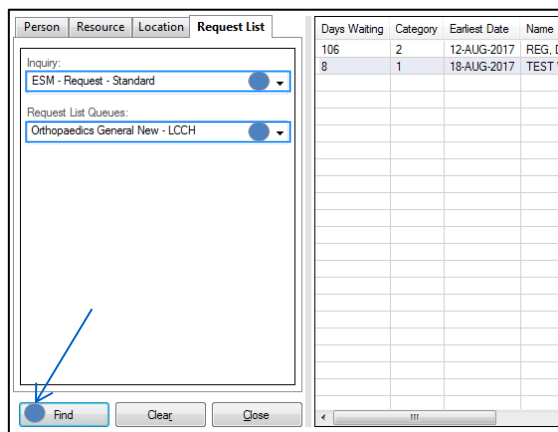
This guide outlines how to set all inquiry preferences. Once set, these will be applied to the user profile, irrespective of the workstation being used.

Request list inquiry window

1. Click the [appointment inquiry](#) icon. This will open the [schedule inquiry](#) window.

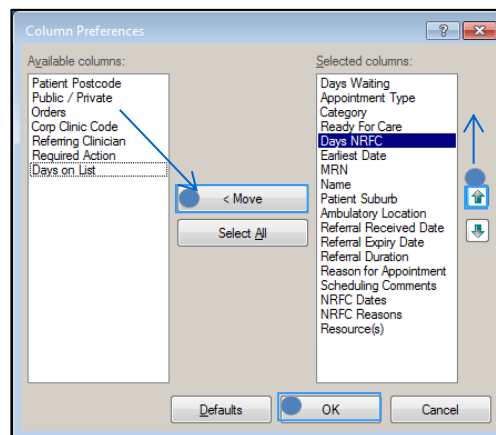


2. Click on the [request list](#) tab and select [ESM – request – standard](#) from the inquiry list.
3. Choose your area's request list from the [request list queue](#) list, [find](#).



4. On the column heading area, right click and select [preferences](#). The [column preferences](#) window will open.
5. To reorder the columns, click the column heading from [available columns](#), [move](#). When finished, click [OK](#). Note, you can use the [up \(left\)](#) and [down \(right\)](#) arrows to reorder the selected columns.

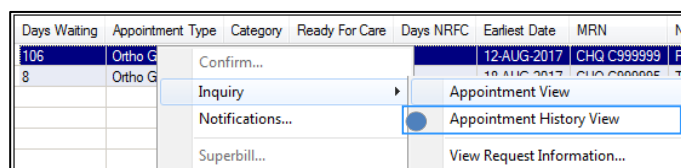
The [request list inquiry](#) settings have now been updated according to your settings and been applied to your ieMR profile.



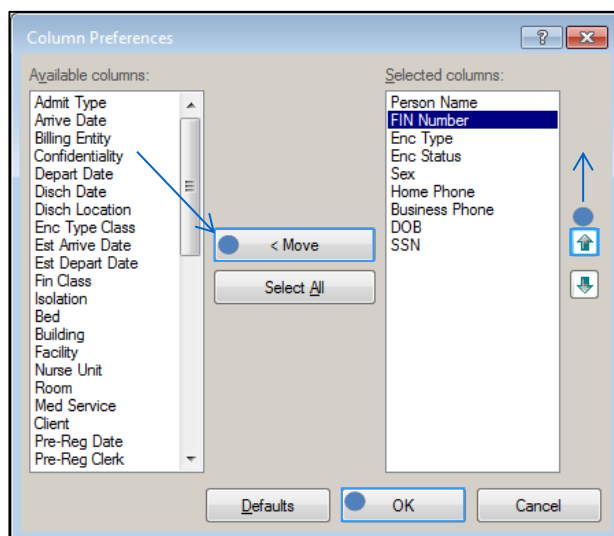
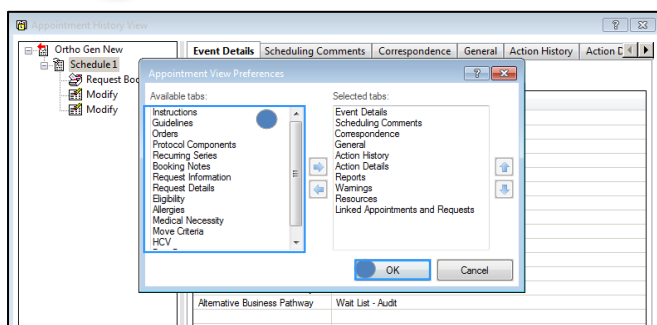
Days Waiting	Appointment Type	Category	Ready For Care	Days NRFC	Earliest Date	MRN	Name
106	Ortho Gen New	2	Y	0	12-AUG-2017	CHQ C999999	REG. Double
8	Ortho Gen New	1	Y	0	18-AUG-2017	CHQ C999995	TEST WINDSOR BROWN

Appointment history window

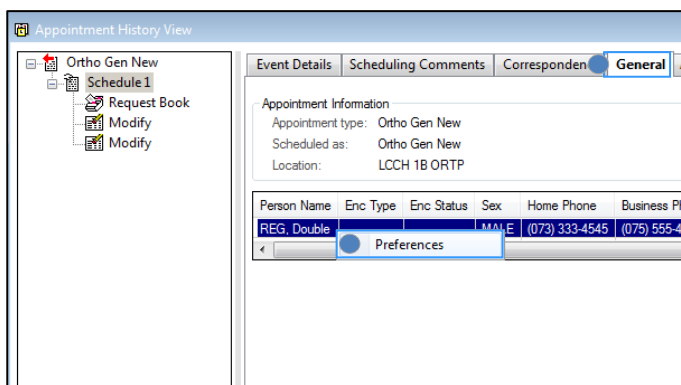
1. Right click on patient from the [request list](#) view, select [inquiry](#) and then [appointment history view](#).



2. Right click on any tab and select [preferences](#). Each record under the [available tabs](#) window reflects a tab for your settings. Select the corresponding tab/s and click [move](#). The recommended tabs for this view are:
 - [event details](#)
 - [scheduling comments](#)
 - [correspondence](#)
 - [general](#)
 - [action history](#)
 - [action details](#)
 - [reports](#)
 - [warnings](#)
 - [resources](#)
 - [linked appointments and requests](#).



3. Under the the **general** tab (in the **appointment information** section) right click where the **person name** table is and select **preferences**.



4. Add **FIN number**, **OK**. Additional fields can be added, removed or reordered. The recommended options and order include:

- **person name**
- **FIN number**
- **enc type**
- **enc status**
- **sex**
- **home phone**
- **business phone**
- **DOB**
- **SSN**.

