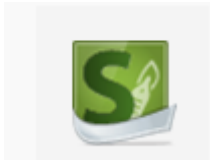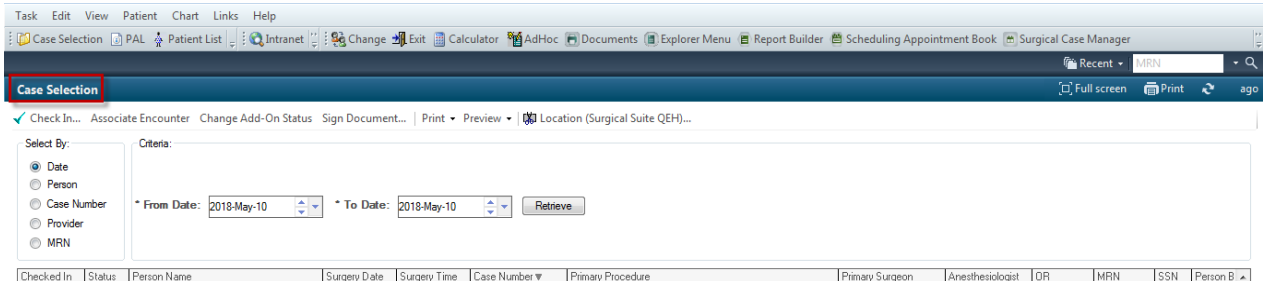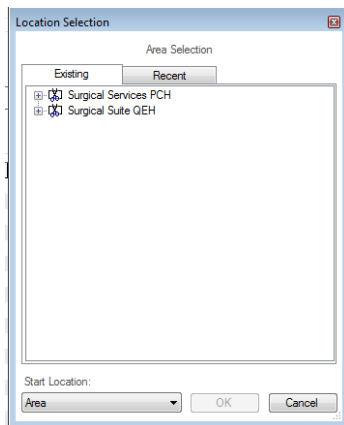# Accessing SurgiNet

- When Millennium screen opens, click on the SurgiNet Icon

Case Selection Tab

- The first time you use SurgiNet you will be prompted to select a Surgical Area.
- Each subsequent time you enter the application; the most recent Surgical Area used will default in. (Note: If you need to change surgical areas, click on the location tab at the top of the screen.)

- A "Case Selection" window then appears and shows all of the procedures that are scheduled for that day.
- The system will default to today's date.

- The patients are listed in alphabetical order.

- The case list order can be sorted by clicking on the column heading.

Sort columns by clicking on any of the headings

Changing the date:

Adjust dates as necessary

To change the date one day at a time, click the small double button to the immediate right of the date field. The top button is to move forward and the bottom button moves back in time.

To change to a distant date, click the upside down triangle to view the calendar. From there, click the correct date or use the < or > to change the months.

Now click RETRIEVE and a list of patients will appear for the date you selected.