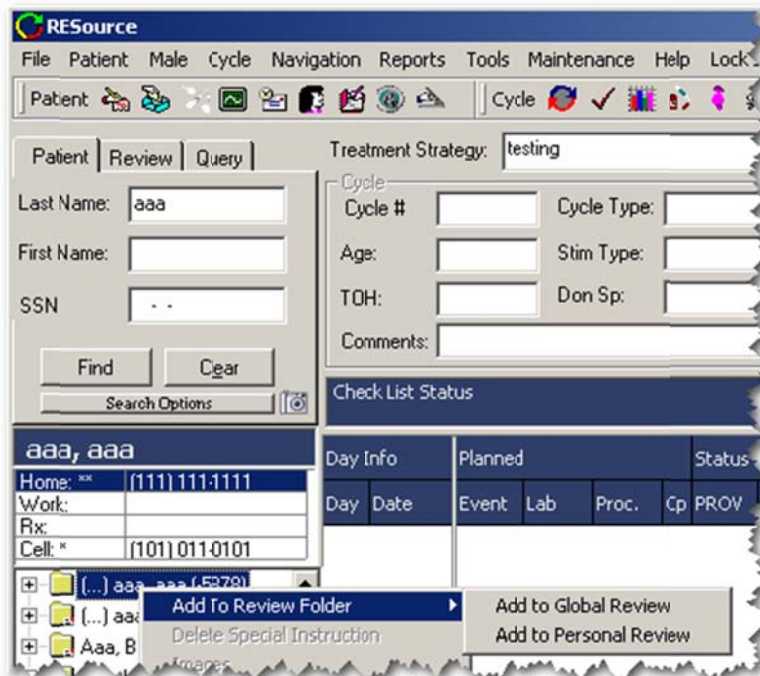# Personal and Global Review

You can create a personal review and a global review, for purposes of reviewing and following up on patients, separate from the Daily Review. If there are specific patients that you would like to follow up on, but do not need in Daily Review you can add them to your Personal Review or to Global Review. Personal Review and Global Review have no effect on Daily Review. Personal Review is based on the user logged in to RESource and will only be visible to that person, while Global Review is visible by everyone. (Personal Review is not new to RESource, but Global Review is. Accessing Personal Review has changed slightly (see instructions below).)
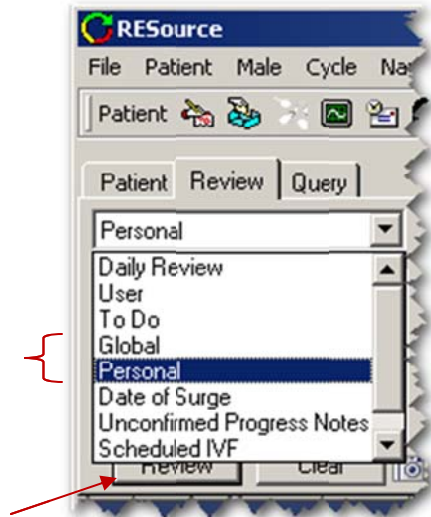
Personal/Global Review
To add a patient to your Personal Review or to Global Review:
    1 - select his/her name in the Patient Explorer, right click, and select 'Add to Review Folder'

    2 – from the options that appear, select either 'Add to Global Review' or 'Add to Personal Review'

To view your Personal Review or Global Review:
    1 – go to the Review tab in the Patient Explorer and select Personal or Global from the dropdown list

    2 – click the Review button

Patients will remain in Personal/Global Reviews until manually removed.

To remove individual patients from your Personal Review or Global Review:

　　　　1 – while viewing your Personal Review (or Global Review), select a patient, right click and select 'Remove From Review Folder'

　　　　2 – from the options that appear, select either 'Remove from Global Review' or 'Remove from Personal Review'
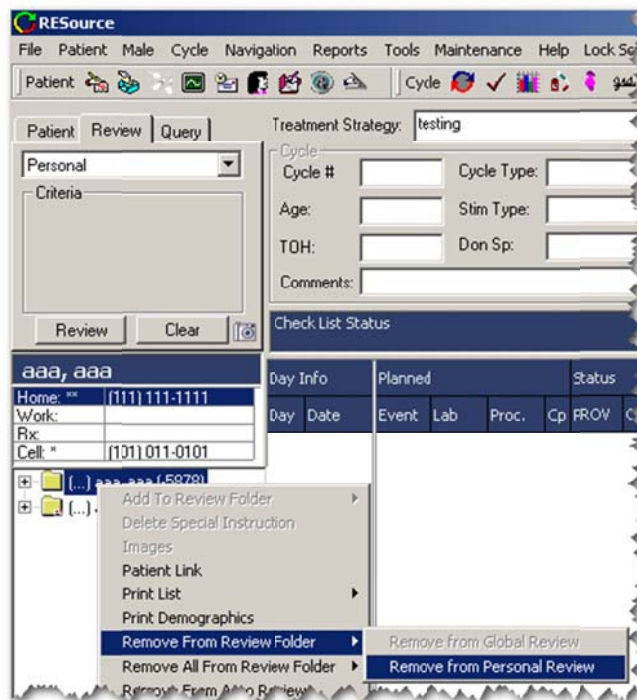
To remove all patients from your Personal Review or Global Review:

    1 – while viewing your Personal Review (or Global Review), select a patient, right click and select 'Remove All From Review Folder'

    2 – from the options that appear, select either 'Remove from Global Review' or 'Remove from Personal Review'