

## How do I search the Novari ID/list code as an Admin?

Antonia Mo - 2023-05-15 - [Administrator](#)

Please follow the instructions below on how to search for the Novari ID/list code of a case:

1. Navigate to the "Administrator" module from the main page of the application
2. From "Interface Message Management" under "Administration Options, select "Search/Resubmit an Already Sent Message"

### Novari ATC Administrator

Health Center: Novari Health Center

Administration Options		Usage Report	
Application Configuration	<a href="#">Application Settings</a>	Active Providers:	20
WaitList Management	<a href="#">Remove a WaitList Entry</a>	Active Procedures:	119
	<a href="#">Edit a Completed Patient Messages</a>	Active Wait List Entries:	771
		Active Diagnosis Categories:	360
Interface Message Management	<a href="#">Search/Resubmit an Already Sent Message</a>	Number of Care Venues:	18
	<a href="#">Undo a Patient Merge</a>	Services with Wait Lists:	18
	<a href="#">Send a New Message</a>	Active Providers with Wait Lists:	18
WTIS Management	<a href="#">Submit a WTIS Case</a>	Inactive Providers with Wait Lists:	0
System Administrator	<a href="#">Enter System Administrator</a>	Active Pools:	2

Click [here](#) to return to the main screen.

3. In Search Messages, enter as much information as possible to reduce the number of results returned (we suggest entering the patient's MRN)
4. Click Search

[Admin main](#) > Search/Resubmit an Already Sent Message

### Search Messages

Interface	<span>Array Scheduling</span>		
Direction:	Outbound		
Care Venue:	<span>Anaesthesia Unit</span>		
Message ID:	<input type="text"/>		
List Code:	<input type="text"/>		
MRN:	<input type="text"/>		
Dates:	Message Start Date:	<input type="text"/>	Message Start Time HHMMSS (optional): <input type="text"/>
	Message End Date:	<input type="text"/>	Message End Time HHMMSS (optional): <input type="text"/>
<input type="button" value="Search"/>			

5. Based on the search criteria that you have entered; the result will display the messages that are associated with the patient/case along with the Novari ID/list code

2 message(s) were found:

Message Identifier	Message Date/Time ^	Message Type	List Code	MRN	Name	Previous Resubmission Date/Time	Previous Message ID	Action
48966	2021/07/28 07:24:52	<a href="#">SIU^S13</a>	1000000297	01126036	TESTING, OUTPATIENTTHREE			<a href="#">Resubmit</a>
48965	2021/07/28 07:24:48	<a href="#">SIU^S12</a>	1000000297	01126036	TESTING, OUTPATIENTTHREE			<a href="#">Resubmit</a>

6. Once you obtain the Novari ID/List Code, please send them to Novari support for further troubleshooting.

**Please do not send the screenshot of this page as it contains patient's PHI.**