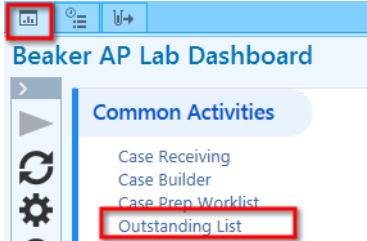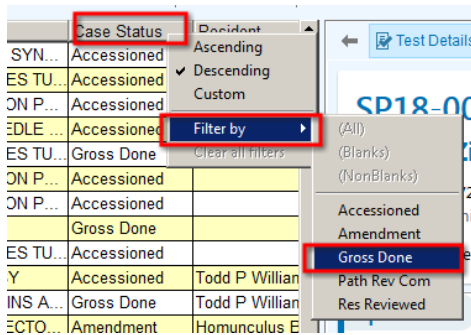# Resident Case Distribution Beaker AP Guide:

Assigning the cases to different residents/fellows:

1. Click on your **Outstanding List** tab or find the link to the **Outstanding List** from the Beaker AP Lab Dashboard.

2. Filter the list so it only shows the **Case Status** of **Gross Done**:
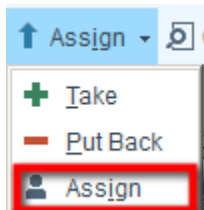

   a. Right click on the gray **Case Status** column header.

   b. Click on **Filter By**.

   c. Choose **Gross Done**. This will hide all the other cases so only the cases with the Gross Done status will be showing.

3. Once you have limited the Outstanding List to only show the Case Status of "**Gross Done**" you can select multiple cases at a time.

   a. To select several cases that next to each other, click on the first case and hold down the SHIFT button on your keyboard. Click on the last one. This should select all the cases in between those two cases.
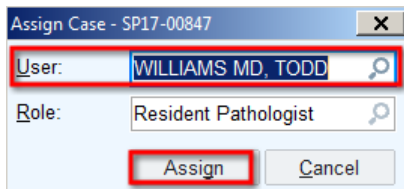

   b. To select different individual cases, hold down the CTRL key and single click on each case you want to select.

ID	Name	Protocols	Case Status ●	Resident	Pathologist
SP17-00834	Beaker, Alicia	A - LIVER ALLOGRAFT B...	Gross Done	Homunculus Beaker	Herbert West Beaker
SP17-00835	Beaker, Jenny	A - LIVER BIOPSY, B - LI...	Gross Done	Homunculus Beaker	Herbert West Beaker
SP17-00836	Beaker, John	A - LIVER BIOPSY	Gross Done		
SP17-00837	Beaker, John	A - LUNG WEDGE BIOPSY	Gross Done	Todd P Williams, MD	
SP17-00838	Caspian, Sea	C - BREAST MARGINS A...	Gross Done	Todd P Williams, MD	Daniel T Fitzpatrick
SP17-00839	Beaker, John	A - LIVER BIOPSY	Gross Done		Donald C Houghton,...
SP17-00840	Beaker, John	A - LIVER BIOPSY	Gross Done		
SP17-00845	Beaker, Mimi	A - LIVER BIOPSY, B - E...	Gross Done		
SP17-00847	Beaker, Bubba	A - LIVER BIOPSY, B - LI...	Gross Done		Susan Woods
SP17-00856	Beaker, Harold	A - BREAST BIOPSY	Gross Done	Todd P Williams, MD	

4. Once you have selected the cases, click on the triangle next to the 👤 **Assign** button and pick **Assign**.

5. Choose the resident/fellow's name and press **Assign** button.

6. Continue assigning cases until all the cases have been assigned.