

## Documentation – filtering

### Care Delivery

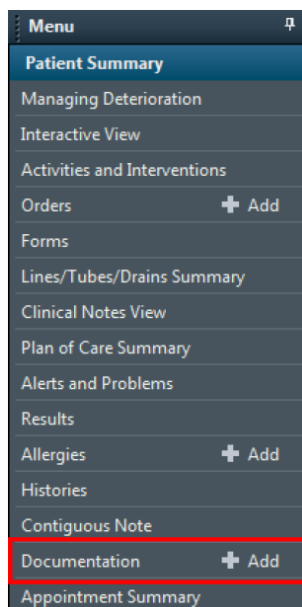
#### Quick reference guide

Filters can be applied to documentation within the *Documentation* tab to assist users in finding and viewing specific documentation.

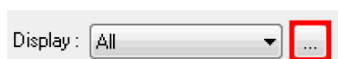
Users are also able to create personal filters they are able to utilise from within the tab.

#### To use or create a filter:

1. Select *Documentation* from the patient *Menu*.



2. To apply a filter, click on ellipsis button next to the *Display* dropdown menu.

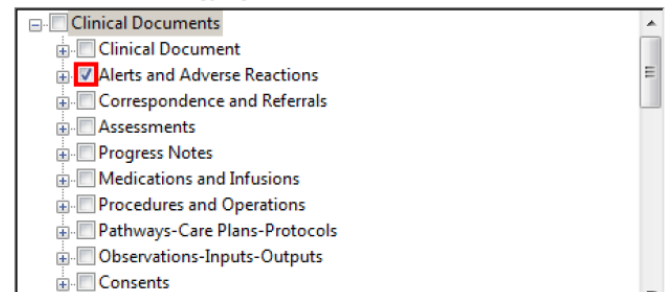


3. Click *New* from the bottom of the pop-up screen.



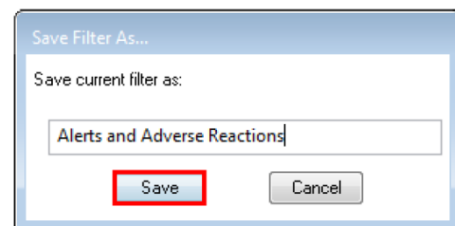
4. Select the document type you wish to filter (e.g. *Alerts and Adverse Reactions*).

#### Select the Document Types you want to see

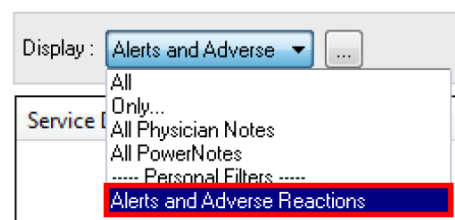


5. Click *Save* .

The *Save Filter As...* window will open, displaying the following message.



6. Type the name of the filter you are saving and click *Save*.
7. Once a filter has been created, it can be selected from the *Display* dropdown menu under *Personal Filters*.



8. To revert back to displaying all documentation, select *All* from the *Display* dropdown menu.