

Partners in improving local health

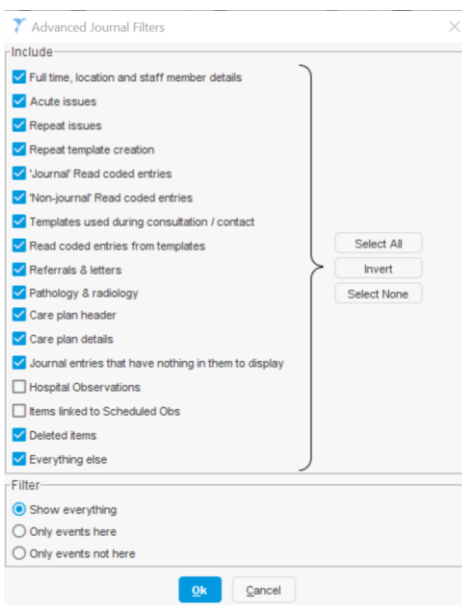
NECS Clinical Systems Specialist Team Using Filters Within The New Journal

Setting up a Filter within the New Journal

1. Within the **New Journal**, click on the **Pencil Icon**



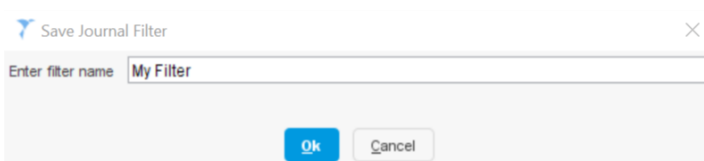
2. The Advanced Journal Filters dialog is displayed.



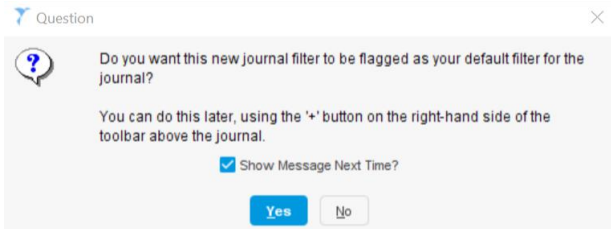
3. Select/de select the appropriate options from the **Advanced Journal Filters**
4. Click **Ok**
5. To save the current filter so that you are able to select it from the Custom Filter drop down list, click **Save** (Floppy Disk) Icon



6. Type a **Name** for your filter and click OK

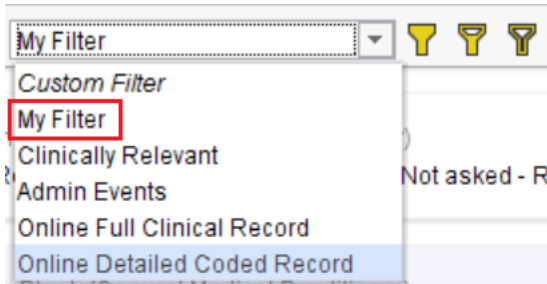


7. You will now be asked if you would like this filter to be your default view within the New Journal. Click **Yes** or **No** as required



Viewing your Filter

1. To view your filter, select it from the **Custom Filter** drop down menu within the toolbar on the tabbed Journal

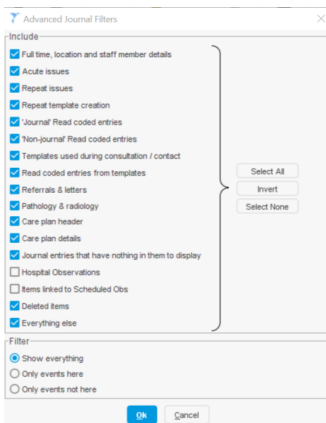


Amending the Filter

1. Make sure your filter is selected and click on the **Pencil Icon**



2. The Advanced Journal Filters dialog is displayed



3. Select/de-select the options as required and click **Ok** to return to the New Journal

Deleting Your Filter

1. Ensure your filter is selected and click the **Delete** Icon to delete it,

