

Partners in improving local health

# NECS Clinical Systems Specialist Team

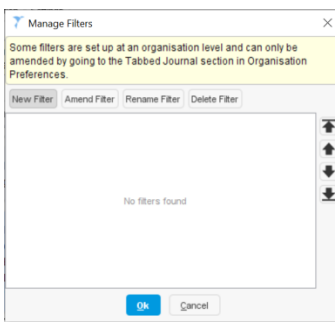
## SystemOne - Using Filters Within The Tabbed Journal

### Setting up a Filter within the Journal

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

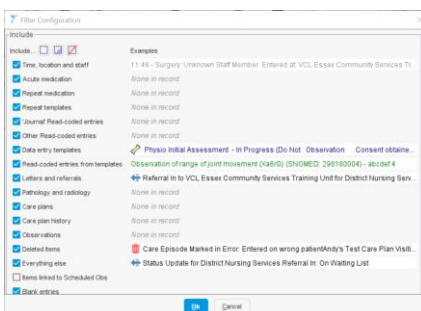


2. The **Manage Filters** dialog is displayed



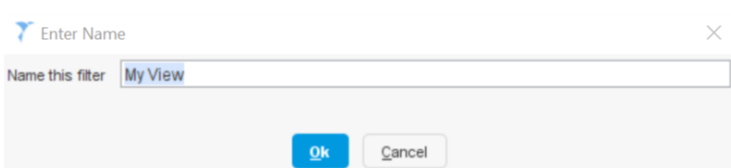
3. Click **New Filter**

4. Select/deselect the appropriate options from the **Filter Configuration** dialog box



5. Click **Ok**

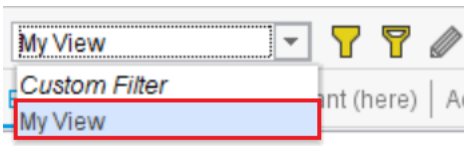
6. Type a **Name** for the filter and click **Ok**. Your filter will then be listed on the **Manage Filters** dialog box



7. Click **Ok** to return to the Tabbed Journal

## Viewing your Filter

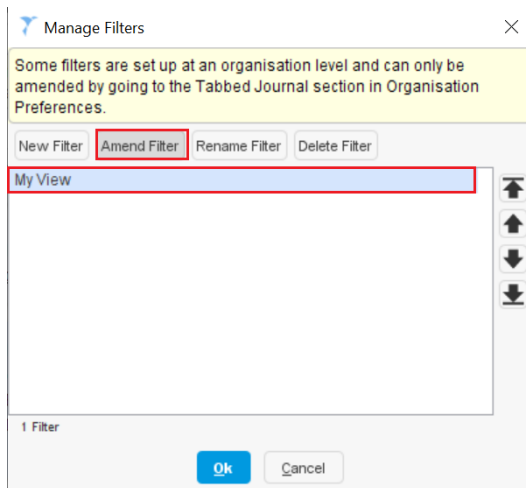
1. To view your filter, select it from the **Custom Filter** drop down menu within the toolbar on the Tabbed Journal



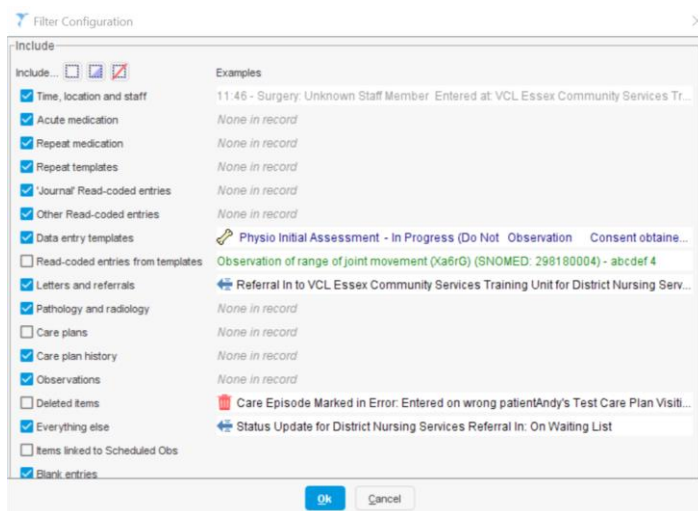
## Amending the Filter

1. Click on the **Pencil** Icon

2. Within the **Manage Filters** dialog, Highlight the view that you wish to change and click **Amend**



3. Select/deselect the options as required and click **Ok**



4. Click **Ok** to return to the **Tabbed Journal**