SWIM – Access to Care
Create and Remove Filters
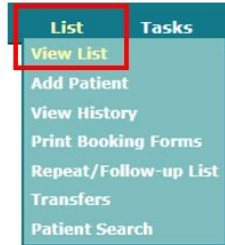
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Quick Reference Guide

Use filters to create a temporary, focused view of the wait list

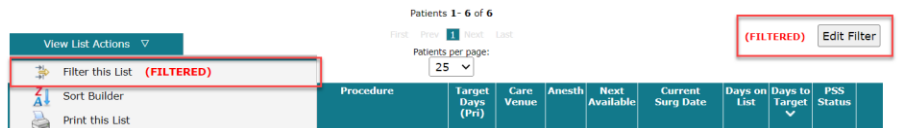| Add and remove filters	
1. Open List view	• On the navigation menu, click **List** • Select **View List** from the dropdown list

2. Create Filters	To filter the waitlist:
	
	1. Select **Filter this List** from **View List Actions**
	
	    OR
	
	2. Select **Filter List** (top right of the list view)
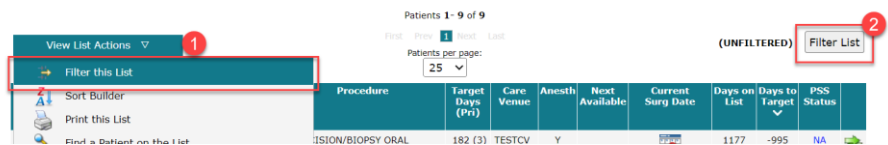	
	On the **List Filters** pop-up:
	
	• Select one or more filter criterion values
	
	    Note: filter criteria that support multiple selection are identified as such with this help text: (*Click and hold CTRL/Command to select multiple procedures (diagnosis categories, values)*).
	
	• Select **Apply Filter**
	    o The **Filter this List** menu item indicates the list is filtered
	    o The **Filter List** link indicates the list is filtered.
	
	⚠ **Warning: The temporary filter remains in effect until the filter is cleared (Reset All)**

Quick Reference Guide

Add and remove filters	
3. Remove Filter	To remove **one** filter: • Click **Edit Filter** • Select **Reset** beside the filter criterion • Select **Show All** from the filter criterion's dropdown list To remove **all** filters • Click **Edit Filter** • Click **Reset All** at the bottom of the pop-up window Warning! The temporary filter remains in effect until you choose Rest All in the List Filters dialogue box or log out. ⚠ **Warning: The temporary filter remains in effect until the filter is cleared (Reset All)**