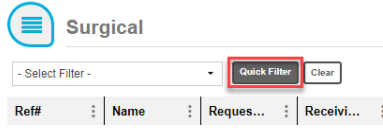
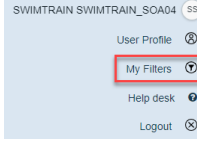
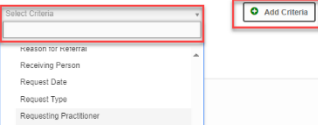
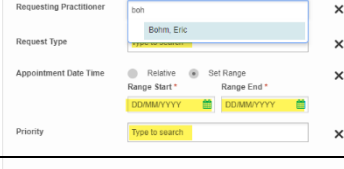


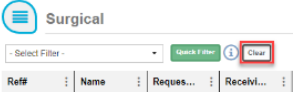


SWIM – eRequest Filters

Quick Reference Guide

Use filters to modify the list of records displayed.

- **Quick filters** are applied to a list view one-time
- **User filters** are custom filters based on user-defined criteria and can be applied to any list

Working with Filters		
	Quick Filters	User Filters
1. Select Filter	<ul style="list-style-type: none"> • From any list view, click the Quick Filter button 	<ul style="list-style-type: none"> • Click on your user name (top-right corner) • Select My Filters from the drop-down list 
2. Select criteria	<ul style="list-style-type: none"> • Click the Select Criteria drop-down list, select the desired criteria • Click Add Criteria • Fill in the values as required  	<div style="border: 2px solid green; padding: 5px;"> <p> To filter by Surgeon Name, select Requesting Practitioner</p> </div>
3. Apply Filter	<ul style="list-style-type: none"> • Click Apply Filter when complete 	<ul style="list-style-type: none"> • Click Save when complete or Save & Add Another to create another filter • Select the desired filter from the Select Filter drop-down list
4. Clear Filter	<ul style="list-style-type: none"> • To return to the full list, click the Clear button <div style="border: 2px solid green; padding: 5px;"> <p> To view filter criteria, hover the mouse over the ⓘ</p> </div>	
5. Edit User Filter	<ul style="list-style-type: none"> • Select My Filters • From the list of saved filters, click the desired option • Click Close 	