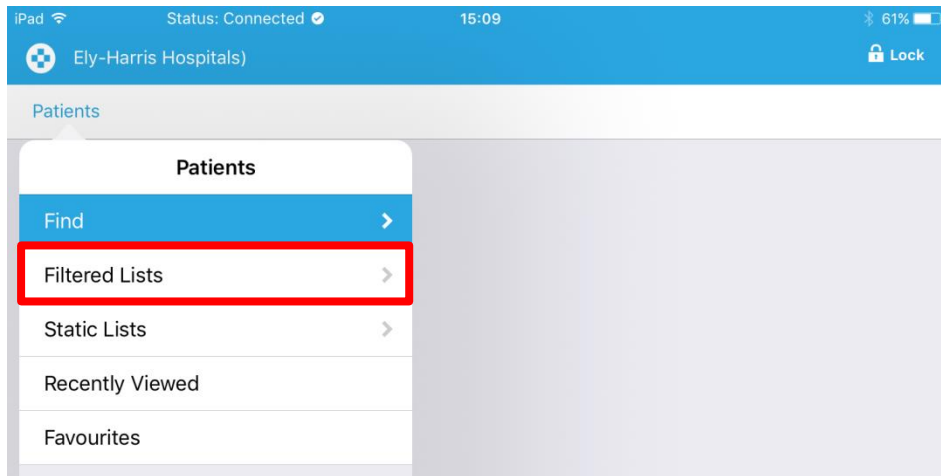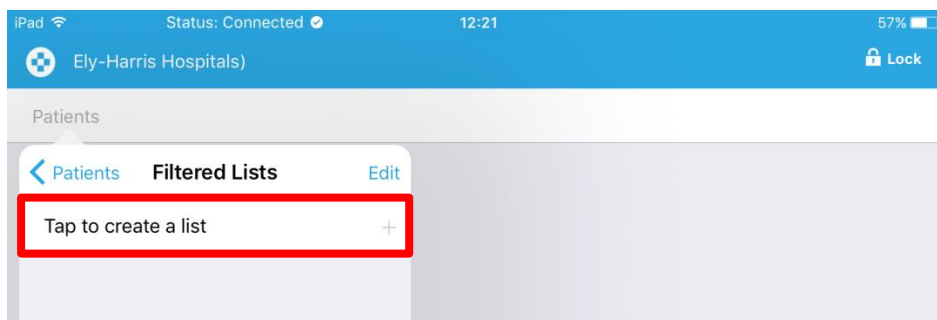**Filtered Lists** (retrieve the patient using a consultant, clinic or ward filter)
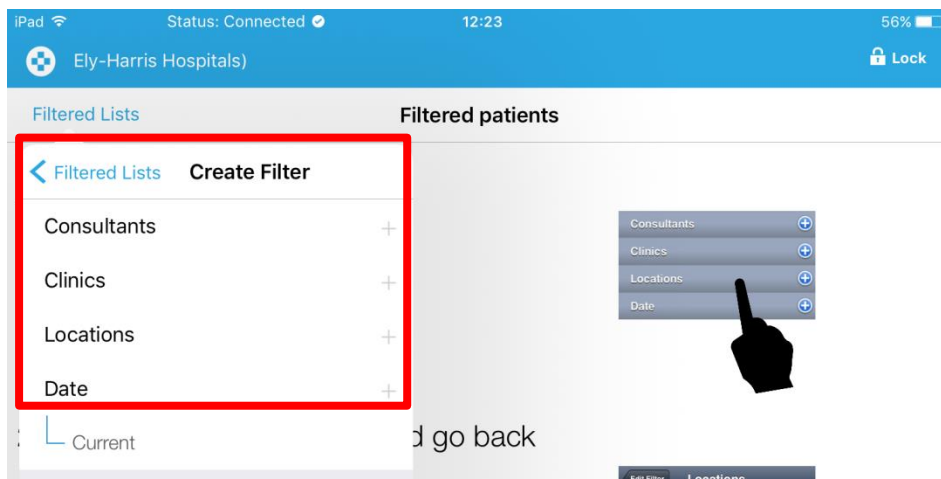
1. Select **Filtered Lists** from the menu to retrieve a list using consultant, clinic or ward filter
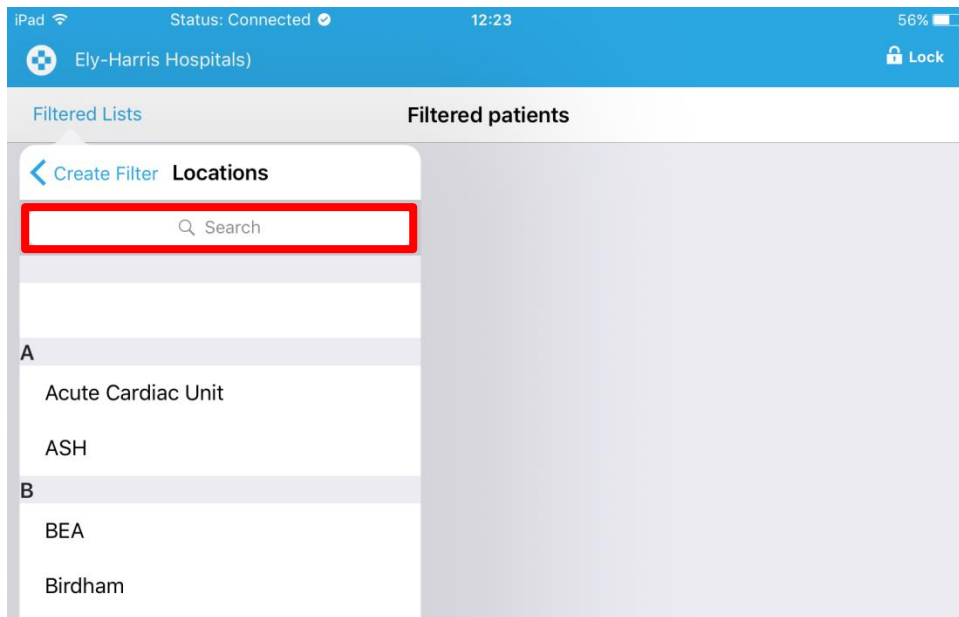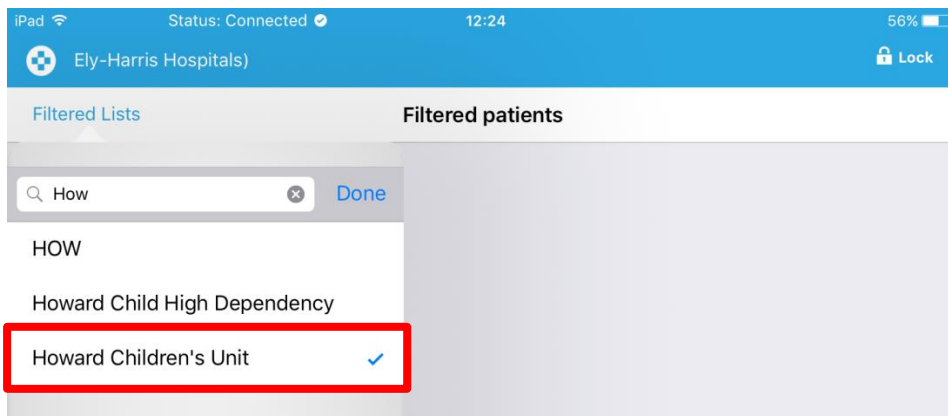

2. Select **Tap to create a list**

3. Lists can be filtered by the user using the **Create Filter** panel. Select Consultant, Clinics, Locations or Date. In this example, I've used Locations.
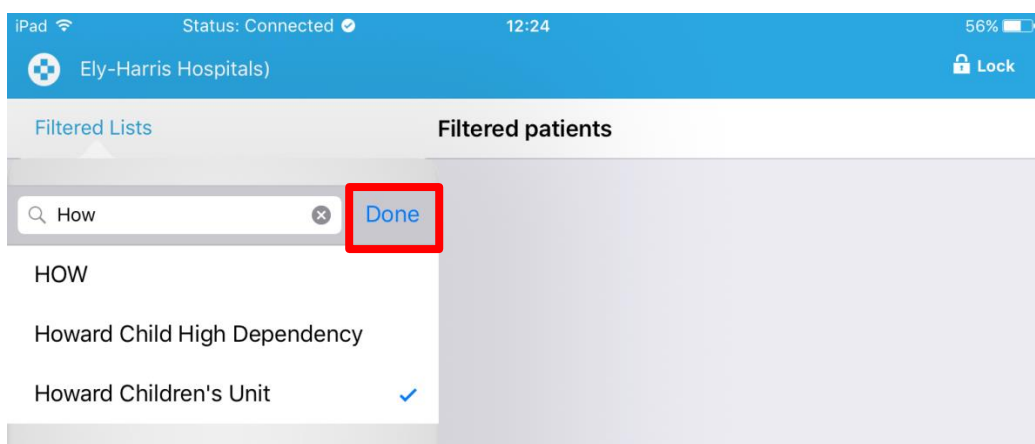

4. You can scroll to select a Location in alphabetical order or **Search** by selecting the search box and start typing the location
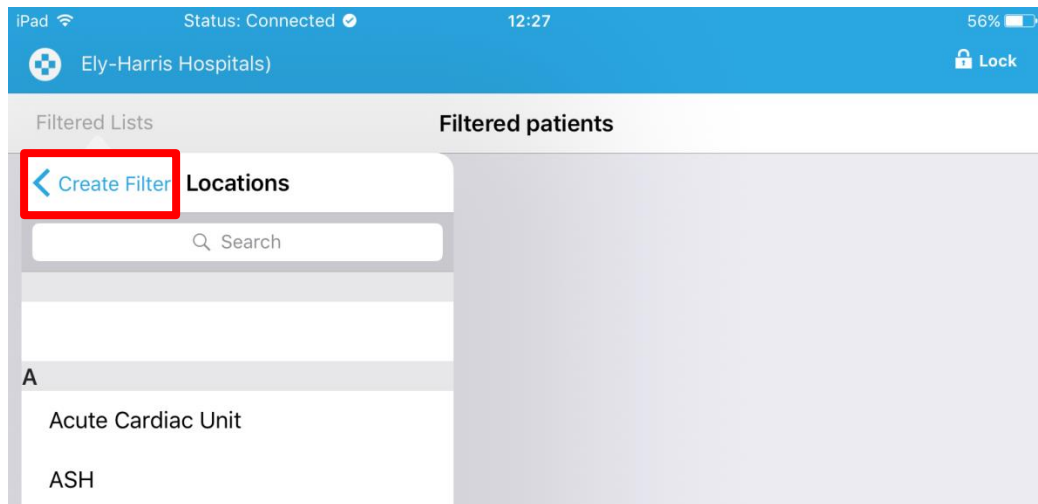
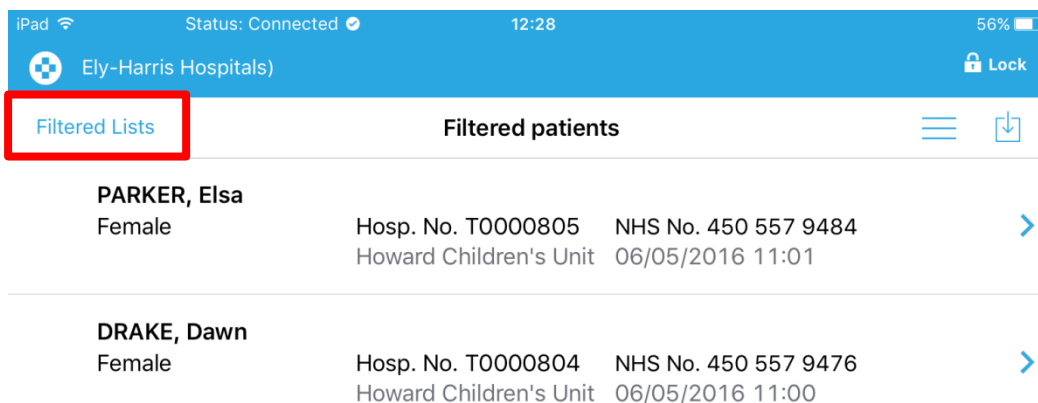5. Once you have found the location, select it (a tick will appear on the location)
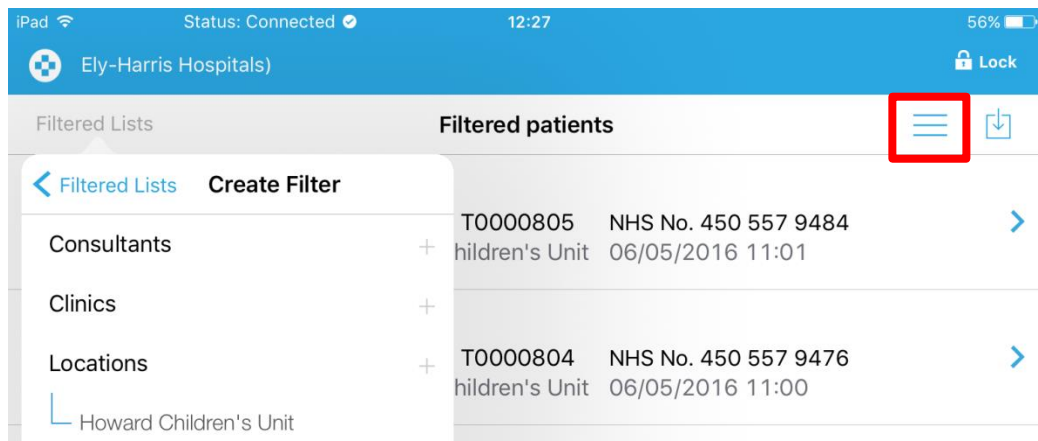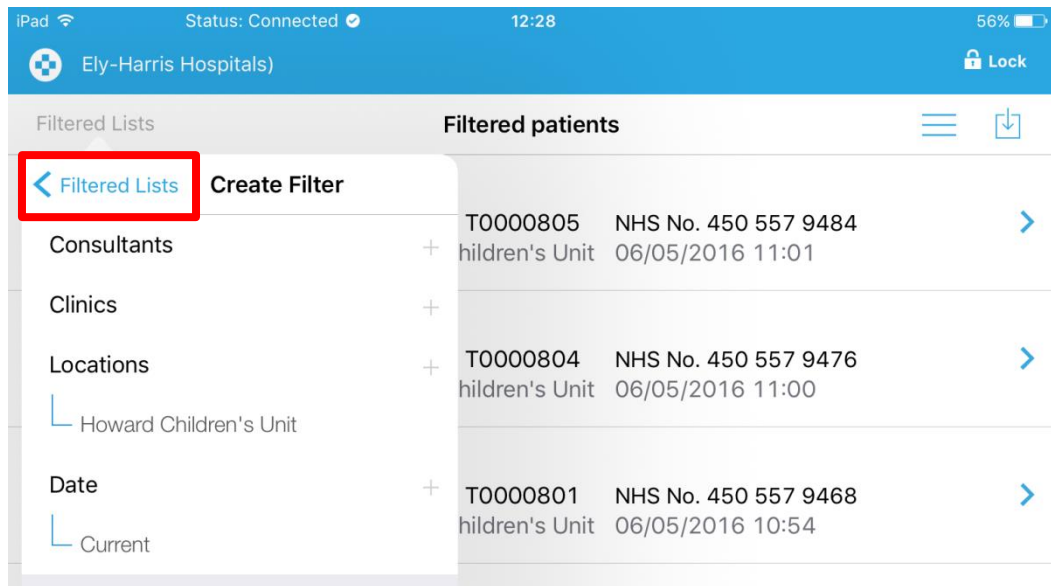

6. Select **Done** to confirm
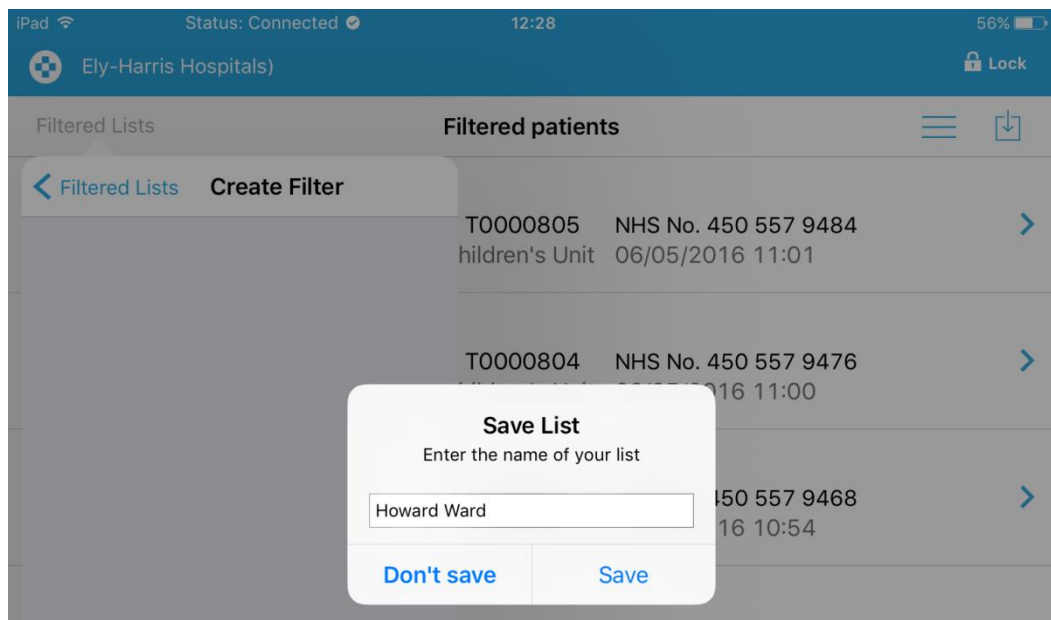

7. Select **Create Filter**

8. Matching patients are now displayed; you would select the required patient to open their record. You can select the icon below to hide the left hand panel – select **Filtered Lists** on the left hand side to bring the panel back

9. Select **Filtered Lists** (this will give you chance to save the list if required)
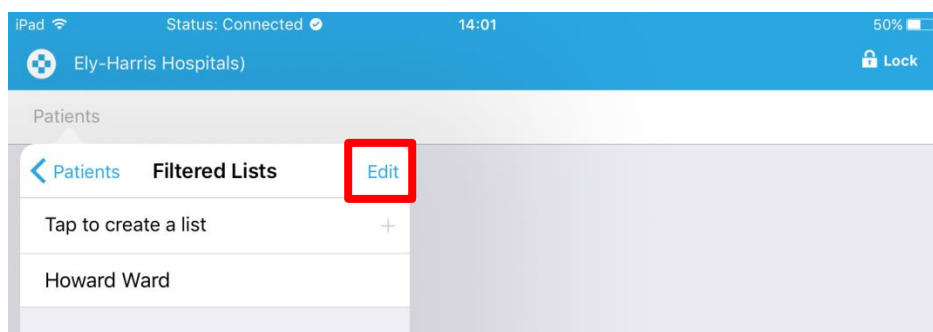
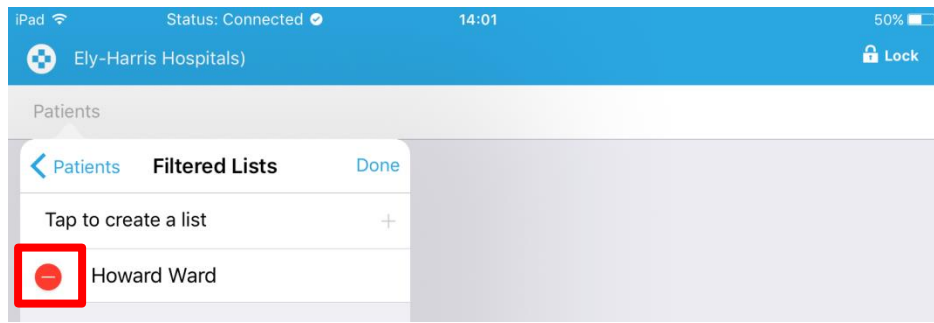10. If you wish to save the list, enter the name and select **Save**

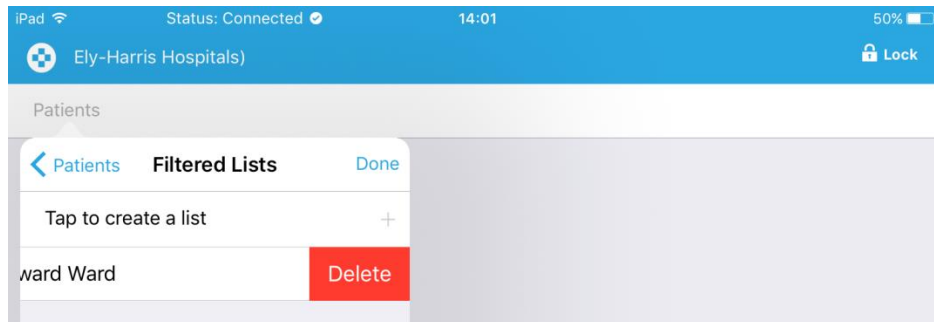The Filter List is saved for future use.

11. To delete the list, select **Edit**

12. Select the **Red Minus** icon next to the list you want to delete

13. Select **Delete** to remove the list

14. Select **Patients** to use a different search criteria