**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

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## 2. Select Tap to create a list

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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.

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			Date 🕒	
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4. You can scroll to select a Location in alphabetical order or **Search** by selecting the search box and start typing the location

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5. Once you have found the location, select it (a tick will appear on the location)

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## 6. Select Done to confirm

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7. Select Create Filter

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 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

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Clinics	+			
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Female	Hosp. N Howard	o. T0000805 Children's Unit	NHS No. 450 557 9484 06/05/2016 11:01	>
DRAKE, D	awn			
Female	Hosp. N Howard	o. T0000804 Children's Unit	NHS No. 450 557 9476 06/05/2016 11:00	>

9. Select Filtered Lists (this will give you chance to save the list if required)

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Date		+	T0000801 hildren's Unit	NHS No. 450 557 9468 06/05/2016 10:54		>

10. If you wish to save the list, enter the name and select Save

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The Filter List is saved for future use.

11. To delete the list, select Edit

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

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e How	vard Ward			

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

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

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