Filtering a Worklist	
With a Worklist open, click the box next to a column header that you want to filter by	Patient ID 🔲 Title 🗌 Given name 🗌 Family name 🗌
Type in criteria that will appear in your chosen column and click OK	Patient ID Title Given name Family r Contains T5011196 OK Cancel Clear
There will be a yellow bar above the column headers showing you which filters you have in place	Patient ID contains T5011196 Items: 1 Appointment ID Visit ID Patient ID Title Given name Family name Gender Date
Click Clear filter on the right-hand side of the yellow bar to clear any set filters	Clear filter