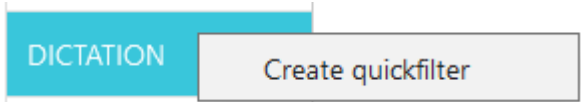


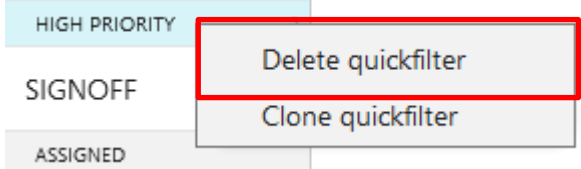
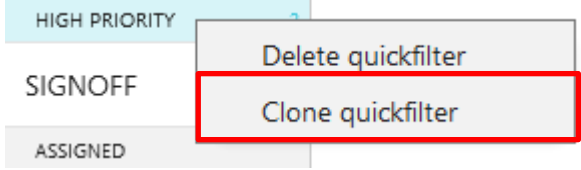


Quickfilters	
A Quickfilter is a sub-folder on a worklist that you can set a permanent set of filters on.	
These can be set on any Worklist	
Right-click on the Worklist that you want to add the Quickfilter folder to and click Create Quickfilter	
To rename the quickfilter, single-click on the tab on the left-hand side, type the name in and hit enter on the keyboard to save	
When you select the Worklist it turns a light blue, while the main worklist is a darker blue	
With the Quickfilter list selected, add any relevant filters for your needs as you would do when filtering in any worklist	
Quickfilter lists will retain the filters you set until you either delete the Quickfilter or Clear your filters	
Delete a Quickfilter by right clicking the list and clicking Delete Quickfilter	
If you delete a Quickfilter, the only way to get it back is to manually recreate it	
To clone a Quickfilter, right-click the list and click Clone Quickfilter	
You can make changes to a cloned quickfilter without effecting the original quickfilter	