

To sort a column, click the column header (gray box).

To change the sorting of a column from ascending to descending order, click again. (A small arrow in the column heading indicates that the list is sorted by that column.)

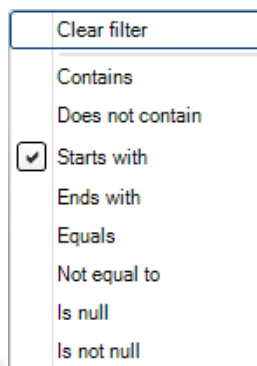
To rearrange or move columns, click, hold, and drag the column to the desired position, left or right. Once positioned, release the mouse button.

To filter data in a specific column, click just below the column heading (as shown below) to enter data. The list will refresh to match the search criteria. To filter multiple values, add a “pipe” character from your keyboard—highlighted at right—between entered data.



Flags	Status	Procedures	Scheduled Date	Referring	Sedation
▼	▼	StartsWith: <input type="text" value="ma"/>	▼	▼	▼

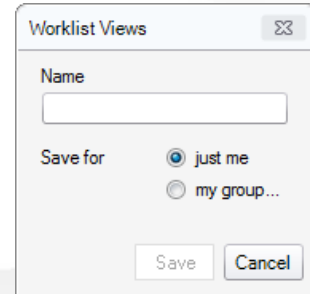
The example above demonstrates filtering in the Procedure column by data that Starts With “ma”. You can change the filter method, however. Click the funnel icon and choose a new method from the floating menu.



To save a view or worklist, select the save icon.



A dialog is displayed. Enter a name for the filter you set up and click Save. It is saved to your profile.



Each time you login, that view will be available via a clickable button on the worklist.



To make this view the default, right-click and select Default. You can also Delete, Overwrite or Rename from that menu.

To clear a view and display all results for a worklist, click the funnel-with-an-X icon.

