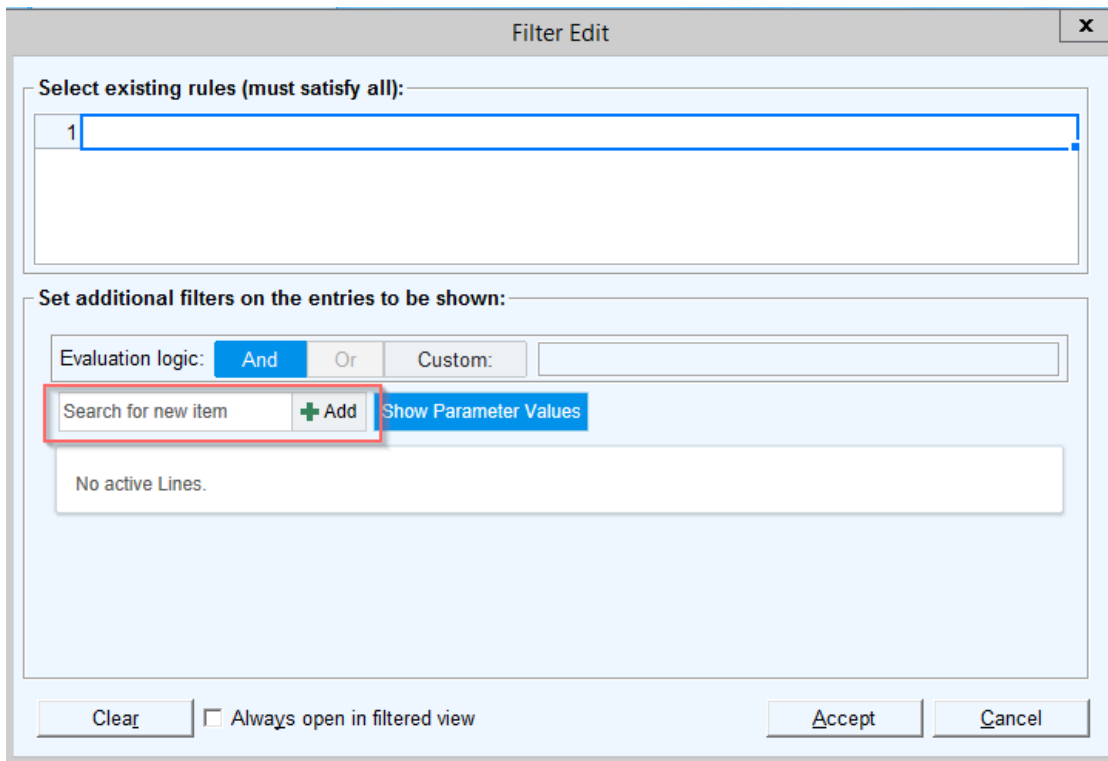
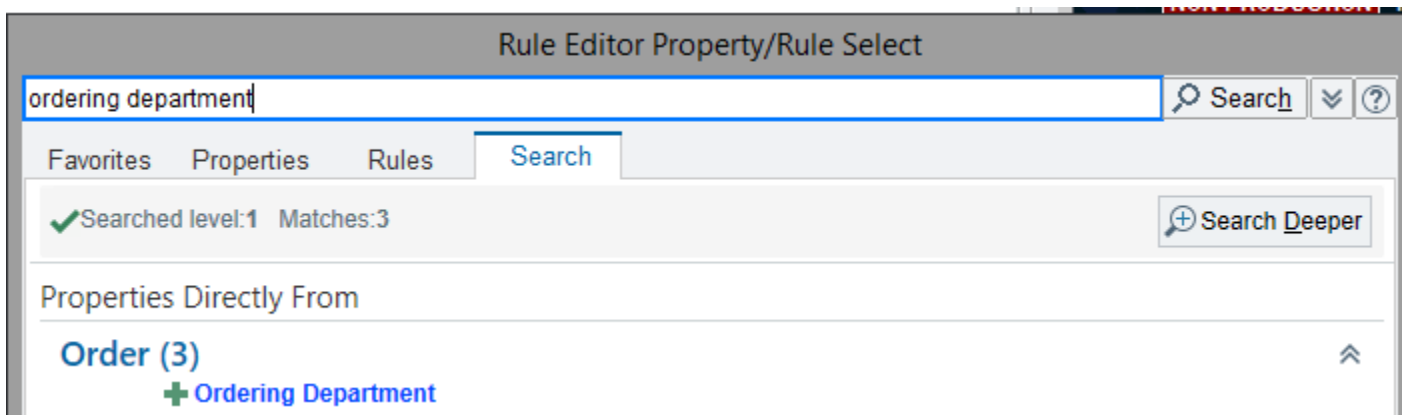


## Filtering a WQ by “Ordering Department”

1. Click the “Filter” button within the workqueue
2. Click the “Add” button



3. In the Search box, type in “ordering department”



4. Click the green plus system to add the ordering department criteria for filtering.

Order (3)  
+ Ordering Department

5. Click the = (equal) operator

6. In the “Value” field, type in your department ID you want to search for. You may add more than 1 department ID.

7. Click “Accept”

8. You may check off the “Always open in filtered view” if you want the WQ to always open with the filtered view.

Set additional filters on the entries to be shown:

Evaluation logic: **And** Or Custom:

Search for new item **+ Add** **Show Parameter Values**

#	Property	Operator
1	Order » Ordering Department	=

Clear  Always open in filtered view

9. Click Accept again

Set additional filters on the entries to be shown:

Evaluation logic: **And** Or Custom:

Search for new item **+ Add** **Show Parameter Values**

#	Property	Operator	Value
1	Order » Ordering Department	=	CP WTD PRIMARY CARE [10030330015] X

Clear  Always open in filtered view **Accept** **Cancel**

10. Your filter is now set, and you should only see the orders placed by the department in your filter.