Filtering a WQ by "Ordering Department"

- 1. Click the "Filter" button within the workqueue
- 2. Click the "Add" button

| Filter Edit | x |
|--|---|
| Select existing rules (must satisfy all): | |
| 1 | |
| | |
| | |
| | |
| Set additional filters on the entries to be shown: | |
| Evaluation logic: And Or Custom: | |
| Search for new item - Add Show Parameter Values | |
| No active Lines. | |
| | |
| | |
| | |
| | |
| Clear Always open in filtered view Accept Cance | I |

3. In the Search box, type in "ordering department"

| | Rule Editor Property/Rule Select | |
|------------------------------------|----------------------------------|------------------------|
| ordering department | | P Searc <u>h</u> ≽ ⑦ |
| Favorites Properties Rules | Search | |
| Searched level:1 Matches:3 | | (Search Deeper |
| Properties Directly From | | |
| Order (3) + 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

| 1: Order » C |)rdering [| Department | |
|--------------|------------|---------------|--|
| Operator: | = | .0 = ↔ | |

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

| Value: | Add CP WTD PRIMARY CARE [10030330015] |
|----------------------|--|
| 7. Click "Accept" | |
| Search for new item | + Add Show Parameter Values |
| value: | Add CP WTD PRIMARY CARE [10030330015] |
| Property or Rule: | Q |
| | ✓ Accept X Cancel |

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

TIP SHEET

| Evaluation logic: | And | Or | Custom: | |
|---------------------|--------|-------|---------------|-----------|
| Search for new item | | 🕇 Add | Show Paramete | er Values |
| # Property | | | c | perator |
| 1 Order » | epartm | nent | = | : |
| | | | | |
| | | | | |

9. Click Accept again

| | Of Custom. | |
|---------------------|-----------------------------|-----------------------------------|
| Search for new item | + Add Show Parameter Values | |
| # Property | Operator | Value |
| 1 Order » | = artment | CP WTD PRIMARY CARE [10030330015] |
| | | |
| | | |

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