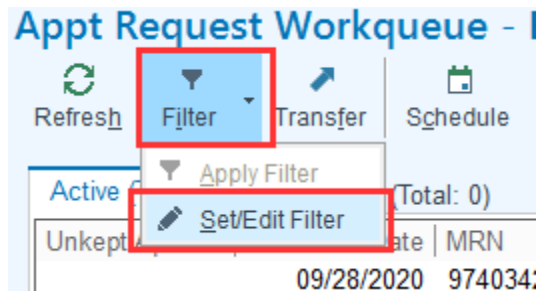


Setting A Filter on Catch all WQ to Show Orders Placed On or before 5/6

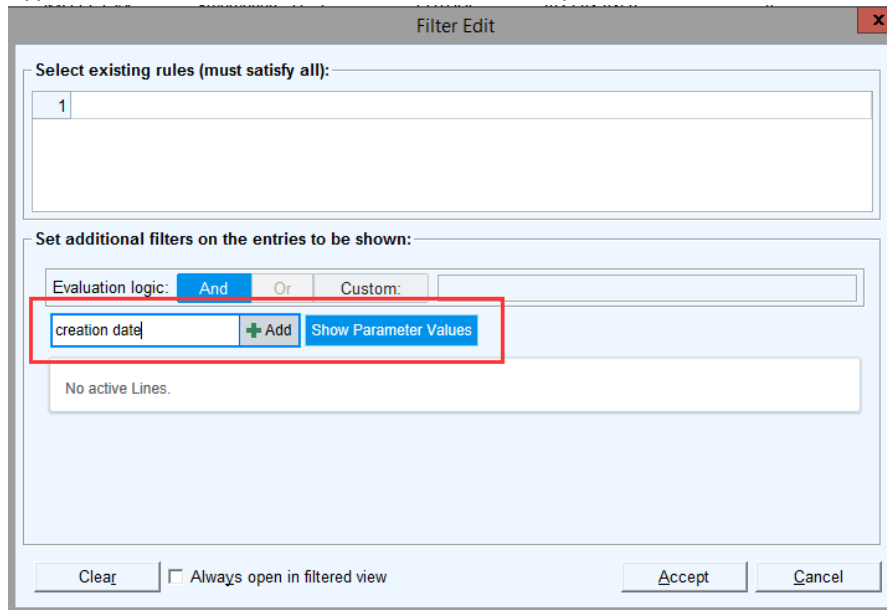
WQ Number – 27203

WQ Name – MGH IMG UNSCHEDULED ORDERS

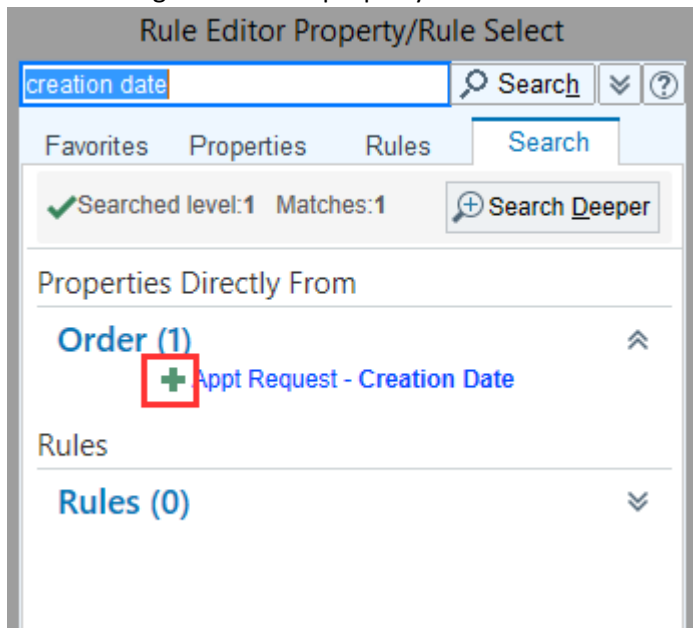
1. Click the Filter button



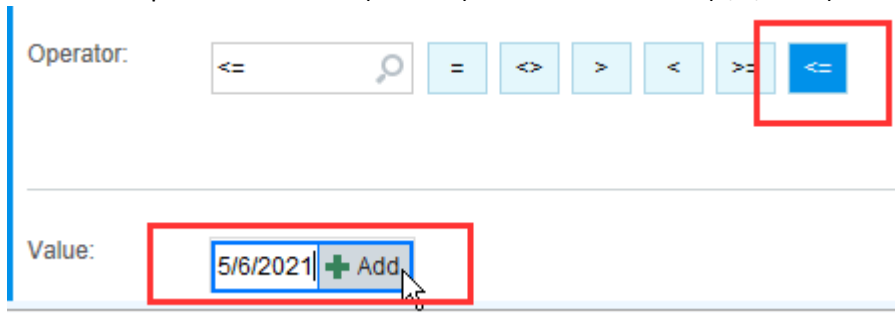
2. Type creation date into the field and click Accept



3. Click the + sign beside this property



4. Select the Operator that is <= (at most) and enter the date (5/6/2021)



5. Scroll down and select the Accept button within the property you're editing (note the two different accept buttons in the screenshot)

Set additional filters on the entries to be shown:

Evaluation logic: **And** Or Custom:

+ Add Show Parameter Values

Value:	<input type="text"/>	+ Add	✓ 5/6/2021
----- or -----			
Property or Rule:	<input type="text"/>		

Accept **Cancel**

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

6. Your Filter should look like this. Click Accept.

Filter Edit

Select existing rules (must satisfy all):

1

Set additional filters on the entries to be shown:

Evaluation logic: **And** Or Custom:

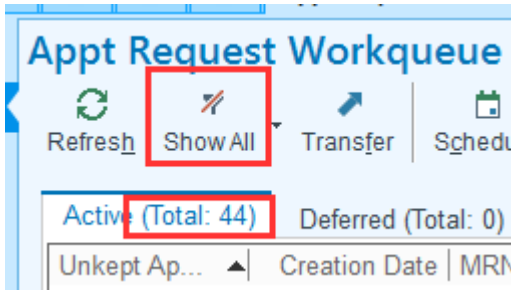
Search for new item + Add Show Parameter Values

#	Property	Operator	Value
1	Order » Appt Request - Creation Date	<=	5/6/2021

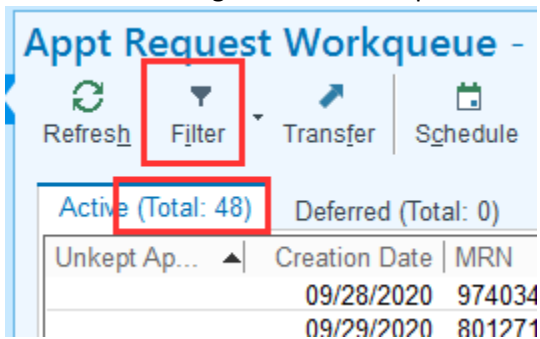
Accept **Cancel**

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

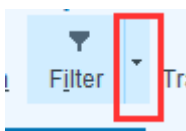
- There are two ways you can tell you are in filter mode. The Filter button changed to “Show All” and the number on the workqueue is smaller.



- Click the Show All button to toggle the filter off. The button will change back to “Filter” and the number will be higher in the workqueue.



- Note the little arrow beside the filter button.



- If you want to toggle between this filter you can simply press the big button or Apply Filter. If you want to adjust the settings of the filter you can click the Set/Edit Filter option.

