

Filtering Capabilities

Several screens in the software include tables displaying orders, patients, and tests, among others. Also, some drop-down lists contain long lists of items to choose from. You can filter the items on such tables or drop-down lists to find the information you need easier.

Wild-card Characters in Filter Fields

When entering text in filter fields, you can use the following wild-card characters:

- * matches one or more characters. For example, in the **Order ID** filter field, enter GL201397* to obtain the available Order IDs starting with that sequence number.
- ? matches a single character. For example, in the **First name** filter field, enter J?an if you do not know if the patient's name is Joan or Juan

Filtering Drop-Down List Values

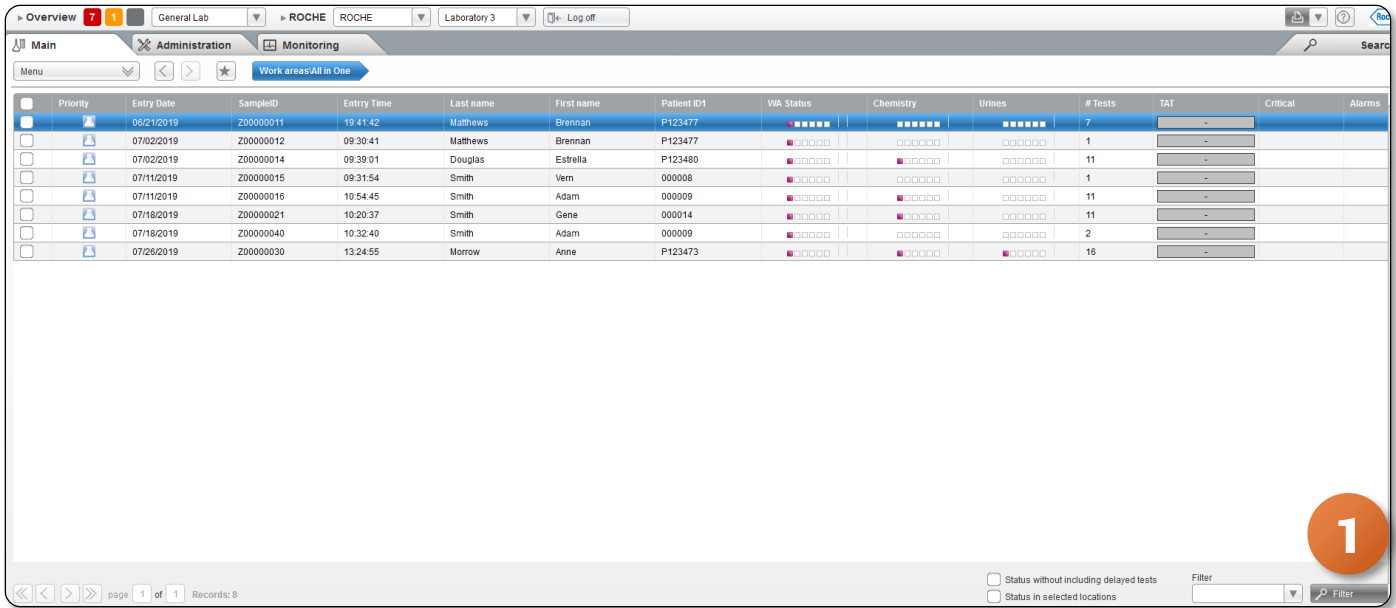
1. From any drop-down list, enter the desired characters to narrow down your search. If you are uncertain about some characters, enter wild-card characters
2. Press **Enter**

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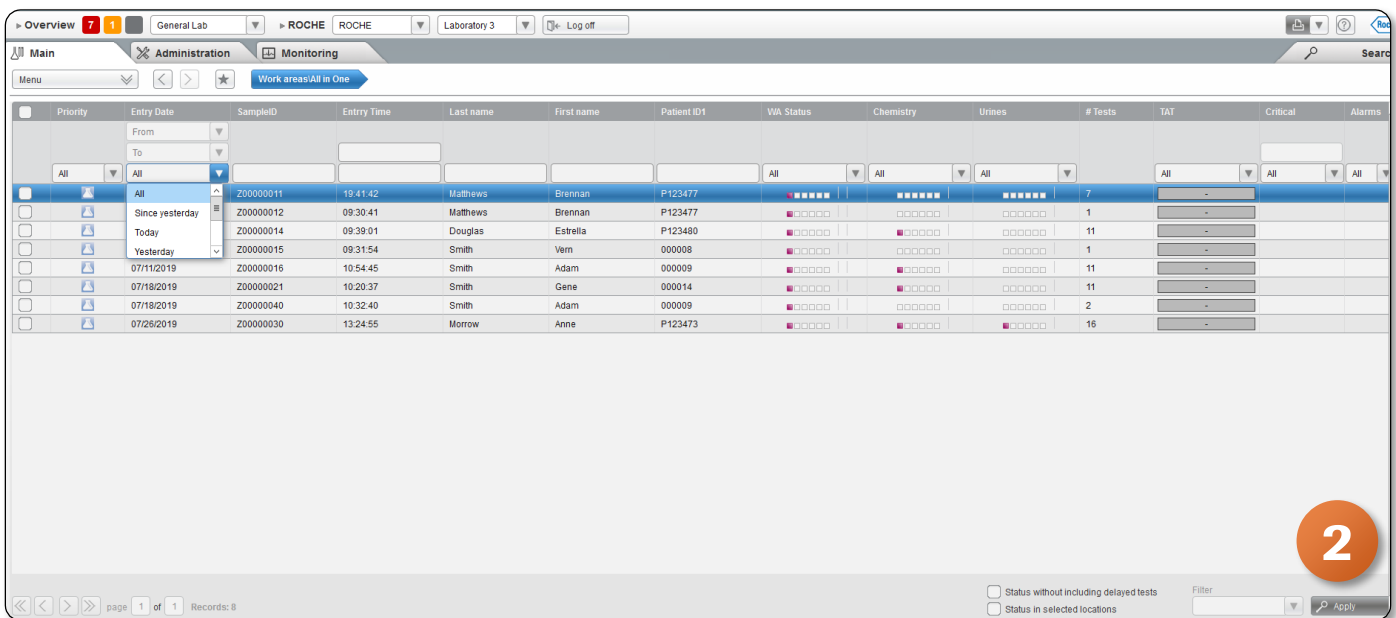
Filtering Table Information

You can reduce the information displayed on tables to see only the items you need.

1. From any screen, choose the **Filter** button. The available filter fields and drop-down lists are displayed



2. Choose the desired filters, and then choose the **Apply** button

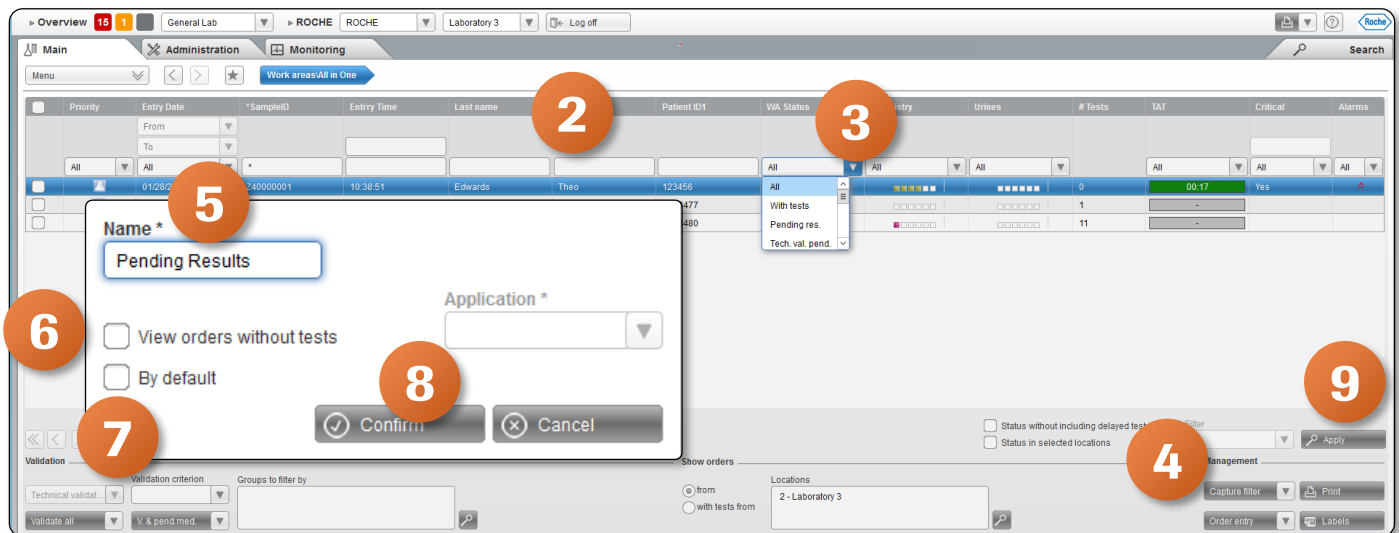


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Filtering & Saving Information via Table

For this example, we are going to use a Work area screen.

1. Once logged into cobas infinity Work Area, choose the **Filter** button
2. The available filter fields and drop down lists are displayed
3. Choose the desired filters
4. Click on the **Capture Filter** button to save the filter
5. Enter a **Name** for the filter
6. Select the **View orders without tests** check box and **Application** drop down list to show the orders belonging to the selected module that do not contain tests
7. Select the **By default** check box to automatically apply this filter whenever you access this screen
8. Choose the **Confirm** button
9. Click on the **Apply** button to filter using new search criteria



Deleting a Saved Filter

You can delete a saved filter when you no longer need to apply it or you have to make changes in the search configuration

1. From the **Filter** drop-down list, choose the filter to delete
2. Choose **Clear filter** from the drop-down menu
3. Confirm that you want to delete the filter by selecting **Yes**

