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How do I add a filter?

Rachel Carmickle - 2023-02-08 - eRequest

1.Navigate to your profile menu at the top right corner of eRequest

2.Select My Filters

	Q Last Name, Ref #, HN	tenant01 tenant01	t
		User Profile	8
		My Filters	\odot
	F-IRESIUP	Help desk	0
		Logout	\otimes
	3.Select Add Filter		
	User Filters		
Create a	and edit custom user filters	• Add Filter	1
		• Add Filter	

4.

Create a Filter Name and select Criteria from the drop-down menu



5. Click Add Criteria, and in the box that appears below search for the specific criteria you wish to filter by and click it to select:

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* Urgent (Mental Health Service Derived Priority - Addictions & Mental Health)

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6. Then when ready click save or if you would like to create another filter click ${\bf Save \& Add \ Another}$

Create user filters by adding a name and filter conditions. Filter Name: Urgent Referrals Select Criteria								
Priority	x Urgent (Mental Health Service Priority - Addictions & Mental	Health)						
Cancel	Save	Save & Add Another						

7. To turn on any of your user filters, select it from the Select Filter dropdown from any list view.

- Select Filter -	•
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