

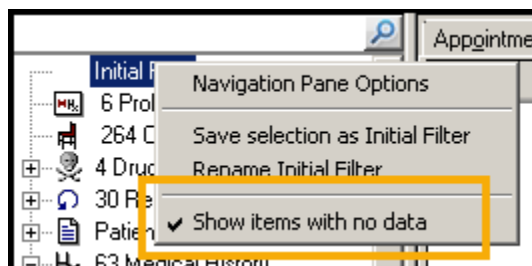
# Cegedim Healthcare Solutions Flash Card

## Setting up an Initial Filter

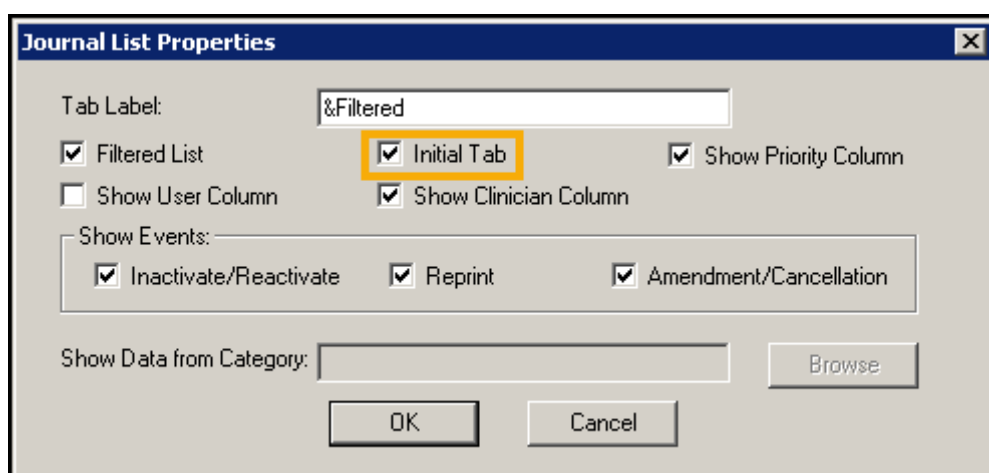
You can set up a personal view that displays every time you select a patient, this can be populated with any data that displays in the navigation pane. This facility is often used to create a bespoke patient summary.

To set up your **Initial Filter**:

1. From **Consultation Manager**, with a patient selected, right click on **Initial Filter** and select **Show items with no data**:

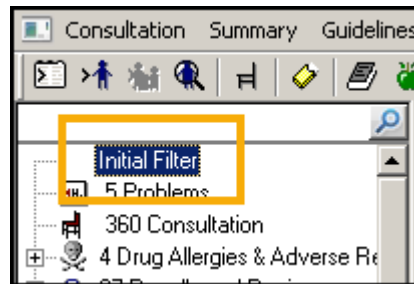


2. Holding your **<Ctrl>** key select all the options you want to include, for example, **Medical History - Priority 1** and **0's**. The Filtered tab updates as you select items.
3. Release the **<Ctrl>** key and right click **Initial Filter** again.
4. Select **Save selection as Initial Filter**.
5. If you want this screen to display as your initial screen when a patient is selected, right click on the **Filtered** tab and select **View Options**.
6. The **Journal List Properties** screen displays, tick **Initial Tab** and select **OK**:



7. A message displays asking you to close and reopen the Consultation Framework, select **Yes** to continue.

To display this view at any point during a consultation, select **Initial Filter** from the navigation pane:



To rename this view, right click on the Initial Filter again and select **Rename Initial Filter**. Update the name as required, for example *Summary*:

