Filtering Tutorial

Objective: Filtering by Department in the People Listing.

Note: A basic knowledge of Filtering will help in completing this Tutorial.
Please refer to the following Tutorials: Filtering Getting Started and Filtering Tips.

Click Filter By. Select Department from the Dropdown. Type in the name of the Department. Click the Set Filter icon. Note: You may wish to Filter on more than one Department. Type "or" between your choices. This will pull up Departments with different names. For example {Department}Pediatrics or Radiology will bring up any records that have either Pediatrics or Radiology as their Department.

Try It Now!: {Department}Pediatrics or Radiology

Note: Use Departments found in your listing.