

#### **User Guide**

How to Filter Content in the Forms Section

### Introduction

The 'Forms' section contains all draft and completed referral forms. This guide will show you how to filter referral forms in the 'Forms' section.

#### Instructions

1. Open DXS Point-of-Care and navigate to the 'Forms' section.



2. Referral forms can be filtered according to column and filter value, as well as according to a specific date range.



3. Click on the 'Filter' button to set the parameters.



4. Select the relevant column from the 'Column' drop-down menu.

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5. Select the associated value.



6. You can refine the filtered content by entering a specific date range.

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7. Click 'Clear Filter' to remove all filters.





# Support

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## Training



0800 028 0004 (option 2)

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