

# Creating a New Filter Name

Initially the 'Saved Filters' tab will be empty. To create a filter:

- Select some filter options eg. Active Patient with Diabetes
- The 'Save New Filter' button will become available

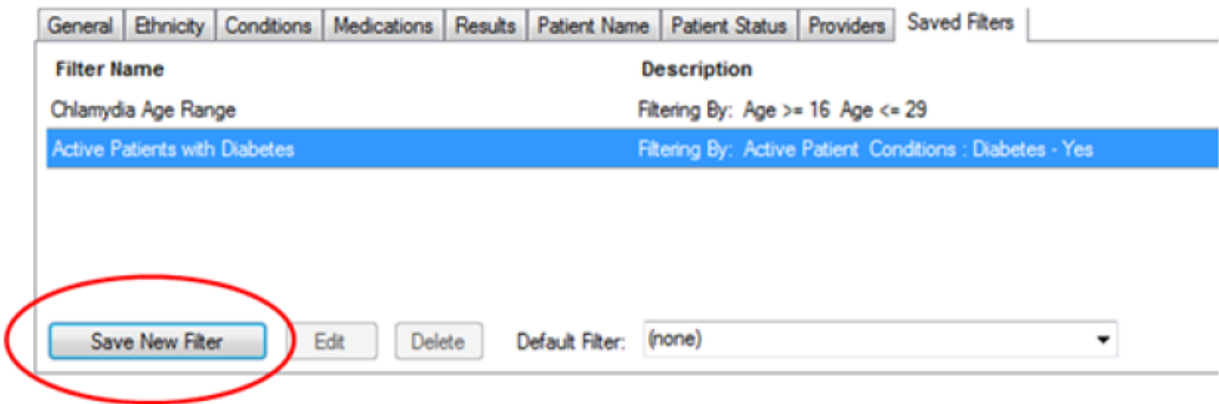


Figure 30: Save New Filter button

- Click the 'Save New Filter' button
- The 'Filter Details' dialogue box will open

The filter options you have selected will be shown in the filter Description.

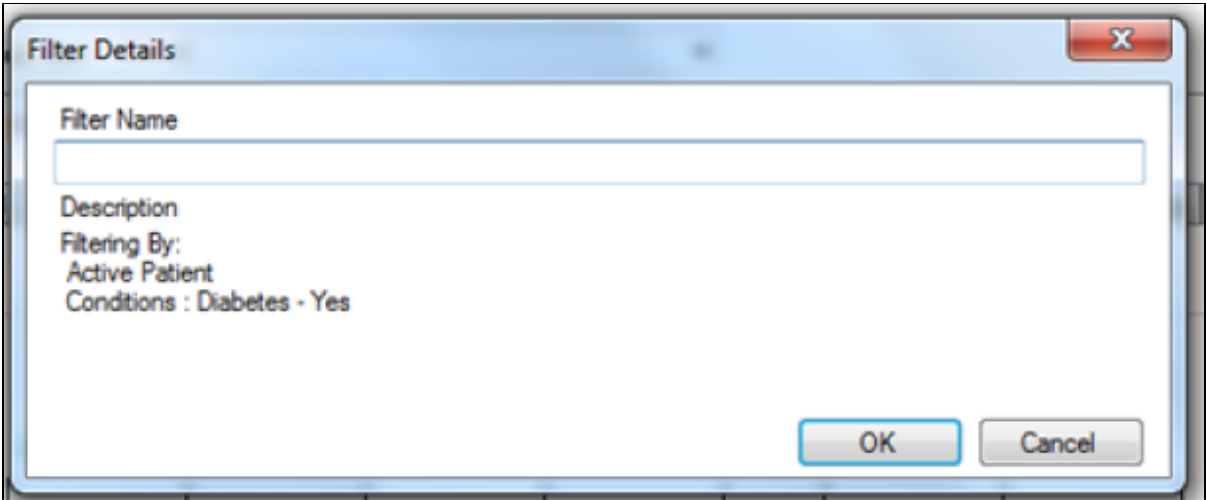
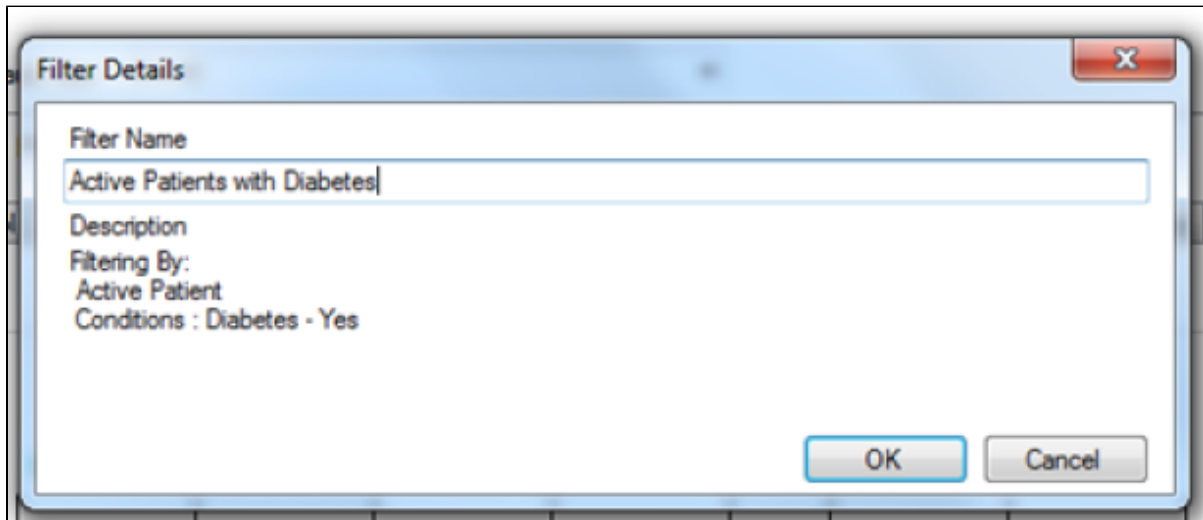


Figure 31: Filter Details - Description

Fill in the 'Filter Name'



*Figure 32: Filter Details – Filter Name entry*

Click 'OK'

The new filter name will now be listed on the 'Saved Filters' tab

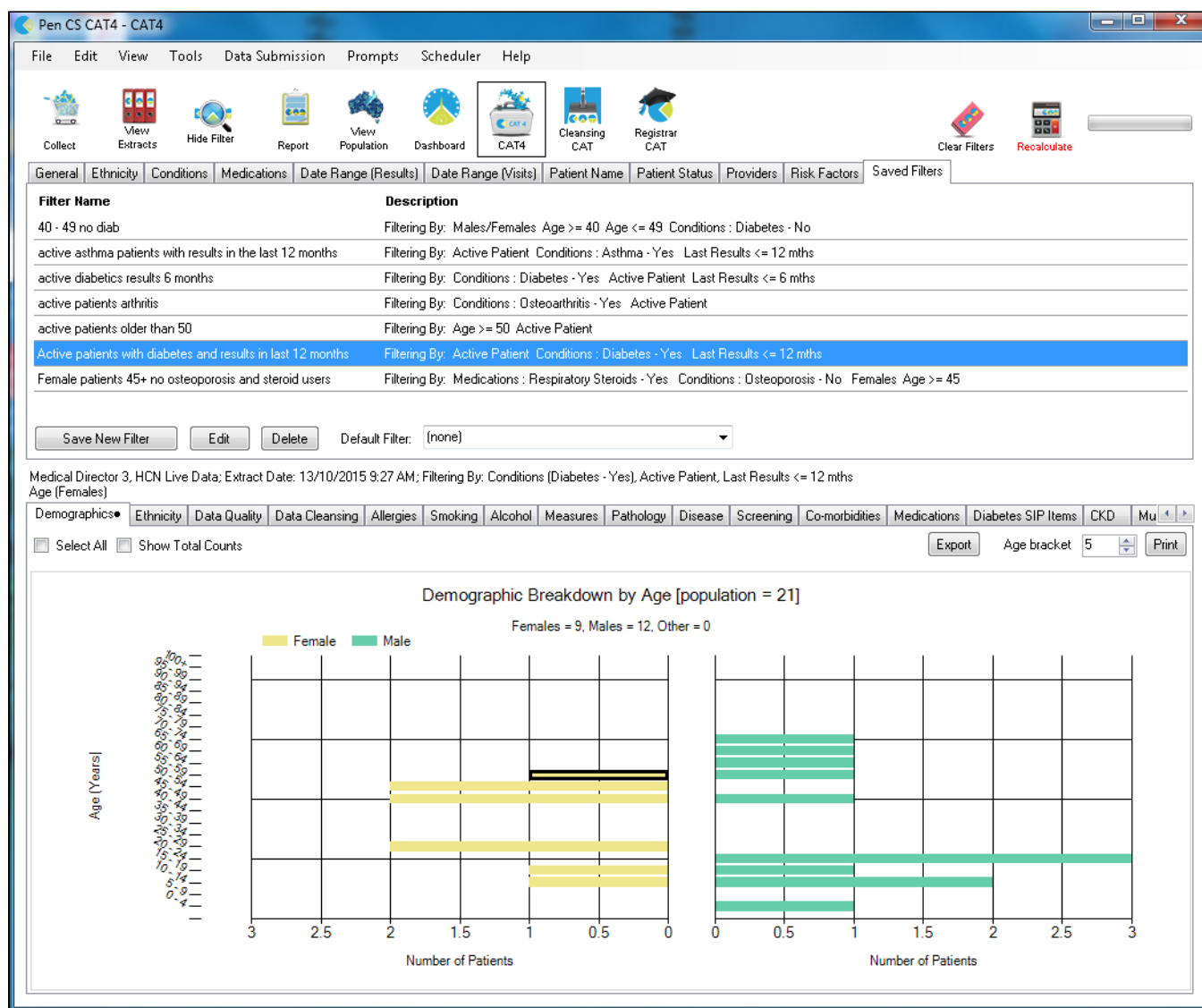


Figure 33: Saved Filters tab with new saved filter

The filter name can be changed using the 'Edit' button.  
The filter can be deleted using the 'Delete' button.