

exa-PACS • exa-RIS

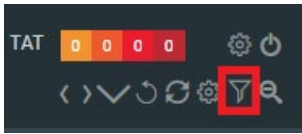
# Feature Summary

## Worklist Study Filters

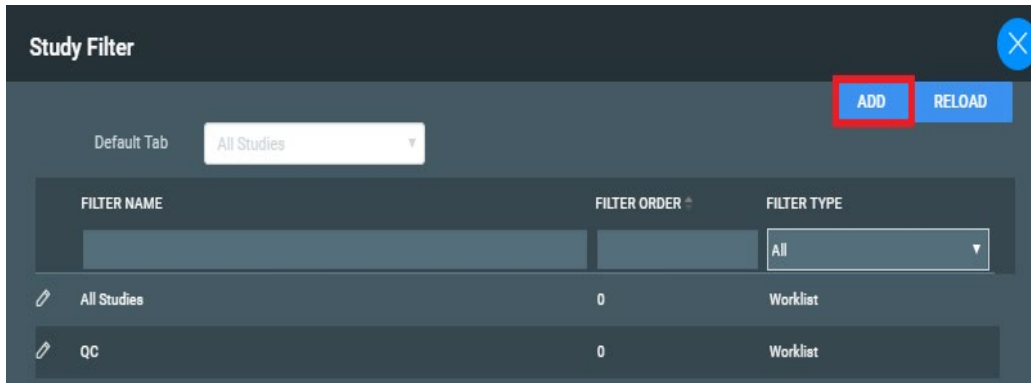
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## Create a filter

1. Select the filter button on the worklist.

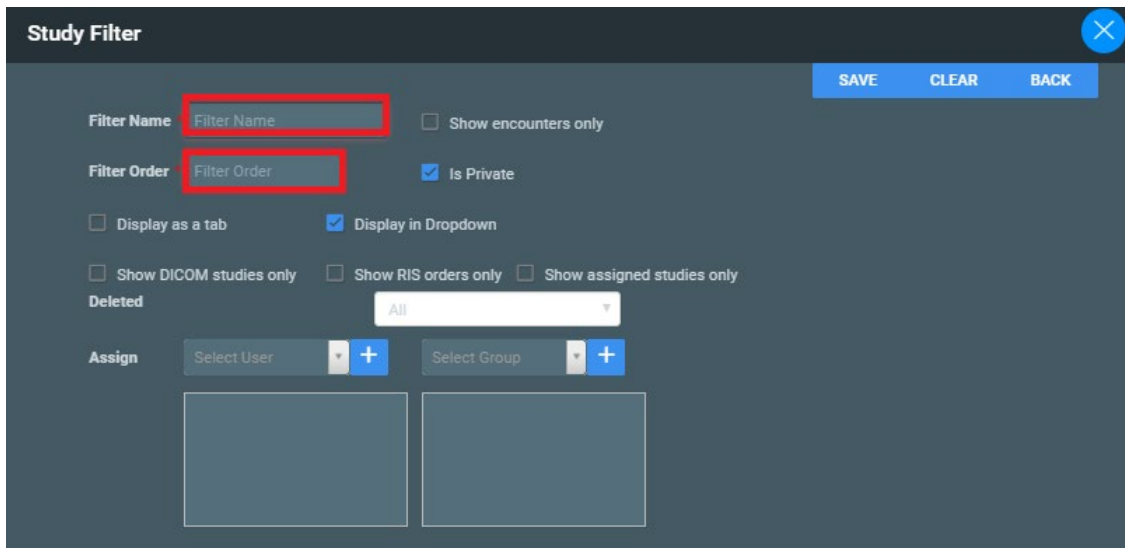


2. Select **ADD**.



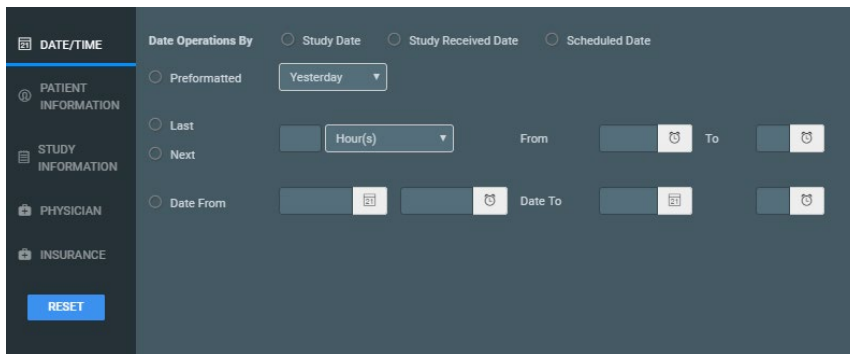
3. Type a **Filter Name** and **Filter Order**.  
The filter order indicates in what order your filters fall after existing filters.
4. Enter the following settings.
  - **Is Private:** Only available to be edited or assigned by the user that created it.
  - **Display as tab:** Display as a filter tab in the worklist.
  - **Display in dropdown:** Available in the filter dropdown menu on the worklist.
  - **Show DICOM studies only:** Filter only shows studies with images.
  - **Show RIS orders only:** Filter only shows studies that have orders.
  - **Show assigned studies only:** Filter only shows studies that were assigned to the user.
  - **Deleted:** Filter shows deleted studies.
  - **Assign:** Administrators can use these settings to assign filters to users or user groups.

**Note:** We suggest having a Main “Filter” account to assign filters so there is never a question about what user account created them. Assigned filters can only be edited users that created them.



5. Select filtering criteria.

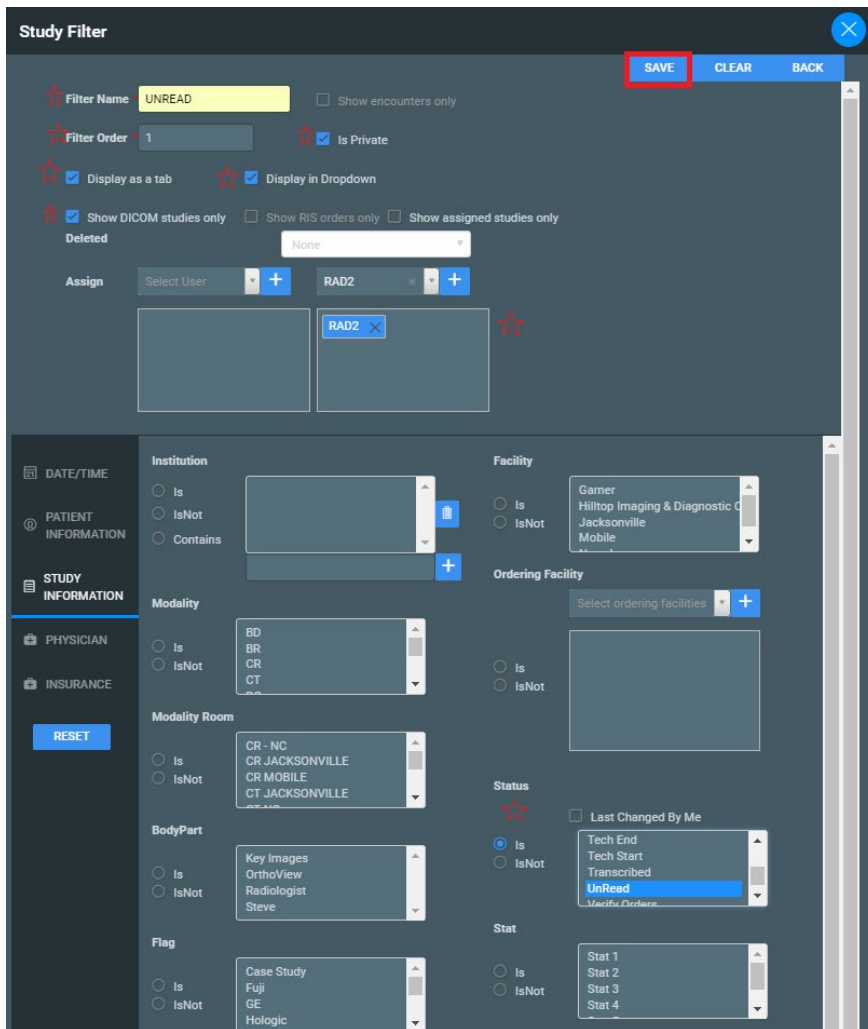
Only modify criteria you need to filter. Hold down Ctrl to select multiple options.



6. Select **SAVE**.

The settings in the figure below define a filter named UNREAD with the following properties.

- Appears a filter number 1
- Only the user who created it can edit or assign it.
- Available as a worklist filter tab, and as an option in the dropdown menu.
- Shows studies with images
- Assigned to the RAD2 group.
- Only shows studies in Unread status.



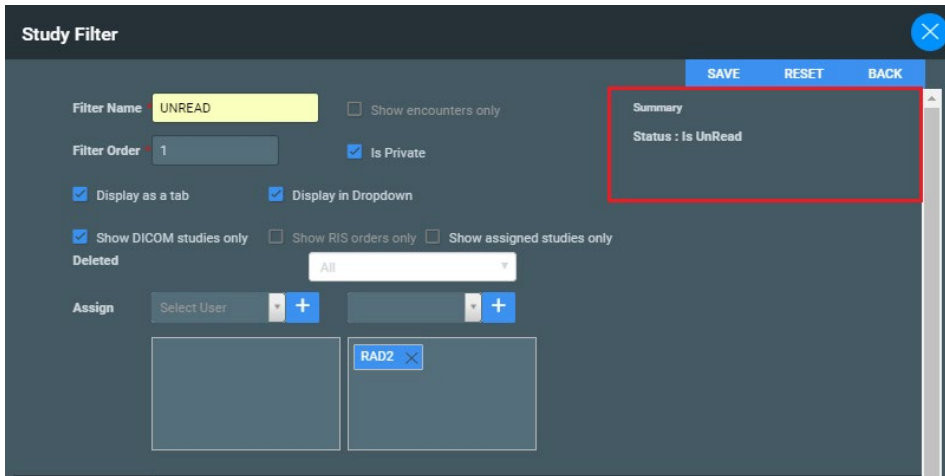
### Delete a filter

1. Select the filter button on the worklist.
2. Select the trash can button next to the filter you want to delete.

	All Studies	0	Worklist
	QC	0	Worklist
	UNREAD	1	Worklist

### Edit a filter

1. Select the filter button on the worklist.
2. Select the edit button (pencil) next to the filter you want to edit.
3. Under **Summary**, view the scope of the filter.



- 4. Edit criteria and select SAVE.

**Example**

The figure below shows a filter that shows CR, CT, and DX studies for the Garner Facility.

