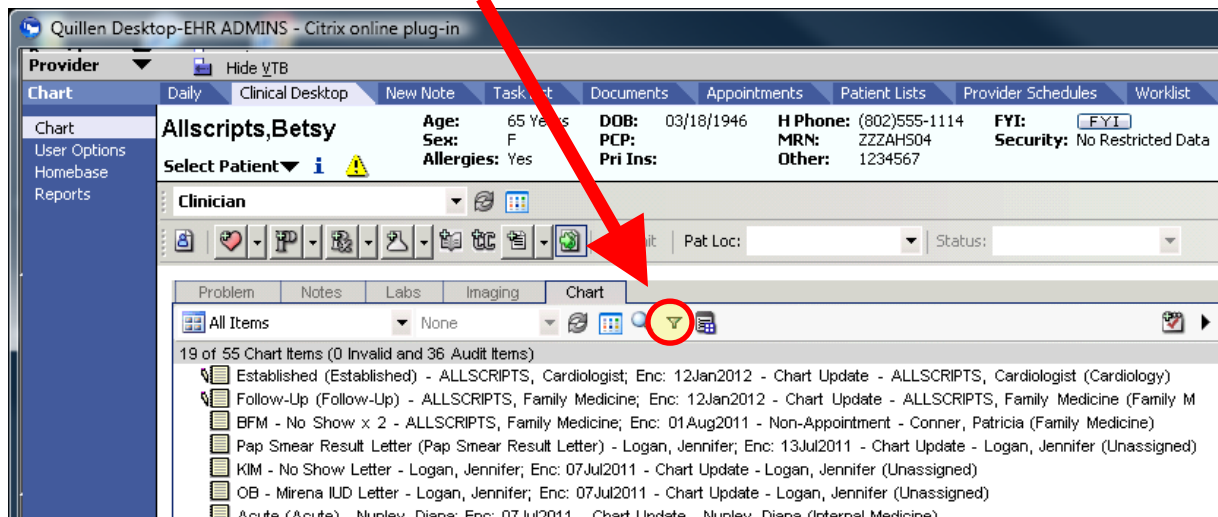


Step-By-Step: Filtering Charts for Printing or Faxing

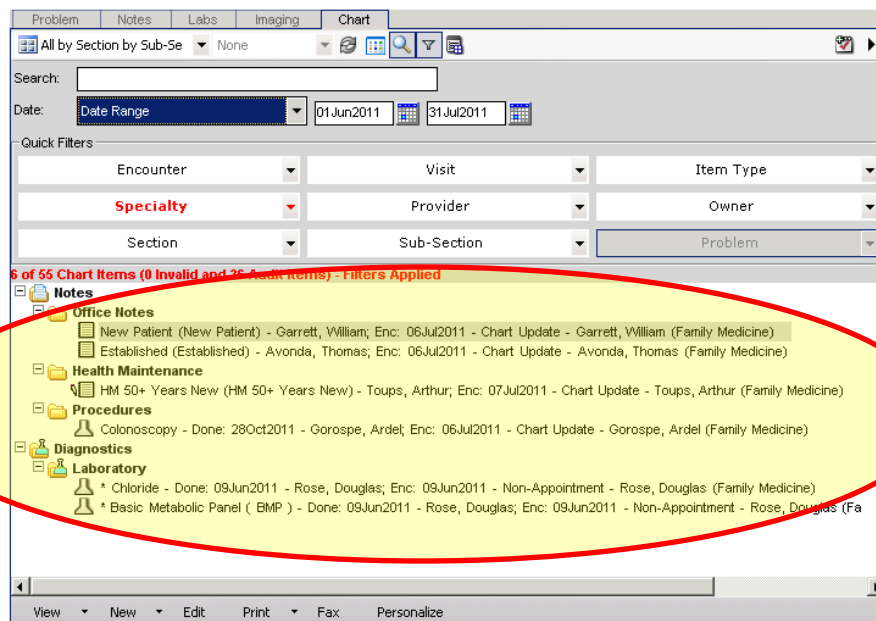
Navigate to the **Clinical Desktop** .

Click on the **Quick Filter** icon.



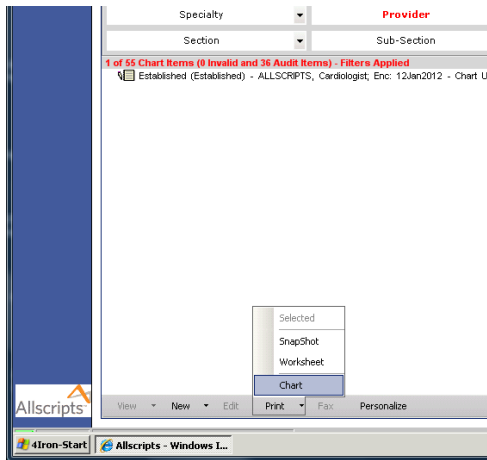
Filter by **Date** and/or **Quick Filters**.

In this example, we filtered by **Date Range** and **Specialty**



The filtered chart view will only display documents matching the criteria.

Select **Print** and **Chart** from the menu bar below.



Users can select either **Print** or **Fax** and perform the action for only the filtered items displaying in the chart view.

