## **Telmediq Web Console**

**Directory Filters** 



## Searching and Filtering Options

Find a contact you need quickly and easily with search and filters. You can use any of these features independently, or you can combine them.

- 1. Select Directory so that the Filter option will appear; select Filter.
- 2. Select filter(s) to narrow results by Alias, Credentials, Department, Location, Market, Specialty, Title, or Type.
- 3. Continue to add as many additional filters as needed.
- 4. Click **Save** once all filters have been selected.
- 5. **Name** the new filter so that it can be used easily in the future.
- 6. When finished, click **Save**.
- 7. The filter will appear under the search bar when in use.
- 8. When the filter is not needed, click the filter; toggle the saved filter off.

A Messaging 🕒 Directory 🖓 Patients 📋 On Calls More 🛪	← Old Experience 🔒 Chris Smi
Favorites     Directory       Q     Search Full Directory     ≢ Filters ▼	
Q Results   (Do not us   (Do not us)   Credentials   Department   Location   Market   3.21.0 Tes   Specialty   Title   Type   4W - Char   Saved Filters   X Cardio   X Cardio   X Cardio   X Cardiology     7th gen te   X Cardiology   Tth team 1	Select a directory item to view. Nothing is selected
Admission Team	
CA Allnutt, Courtney	
CA Anderson, Cade	

