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.

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Admission Team	
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