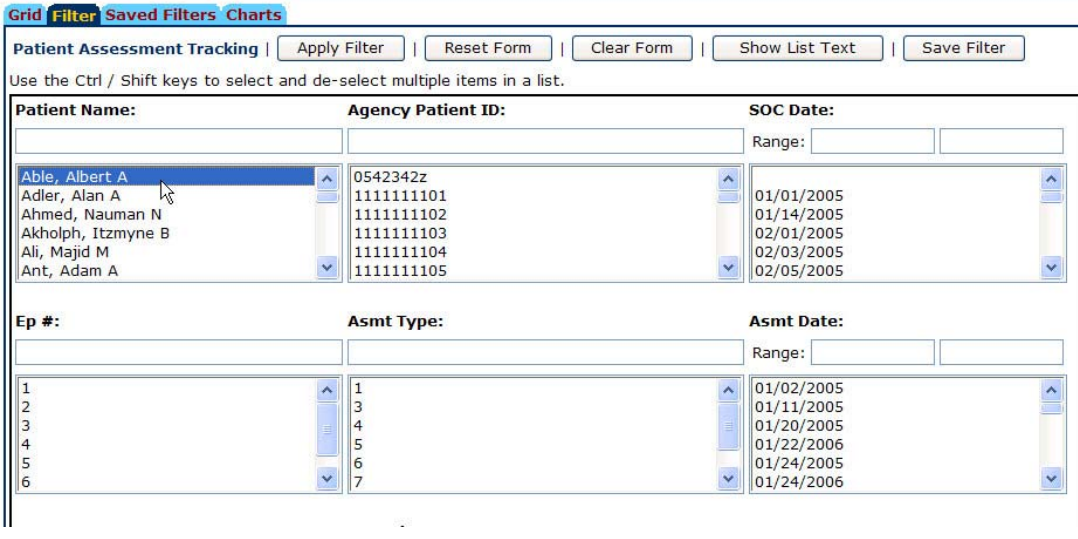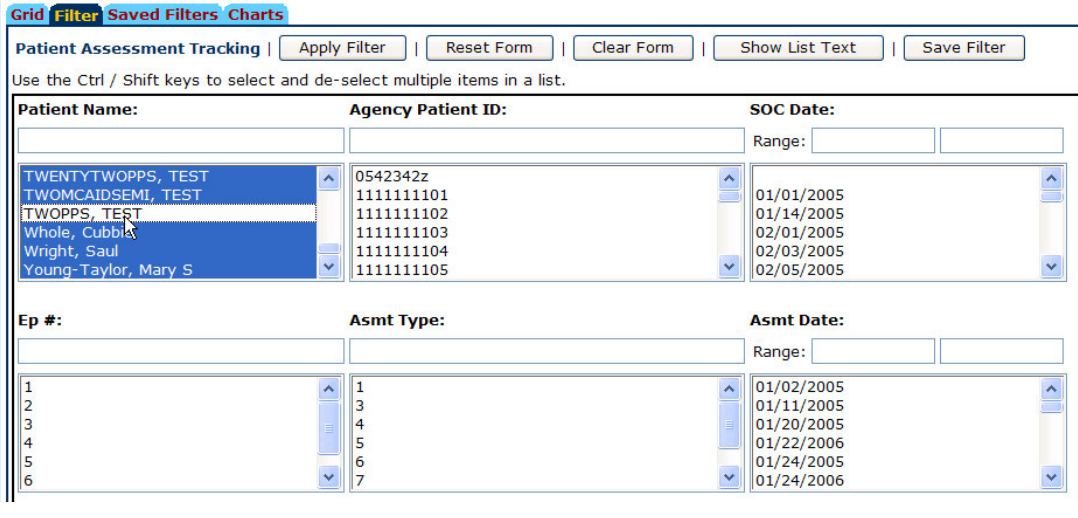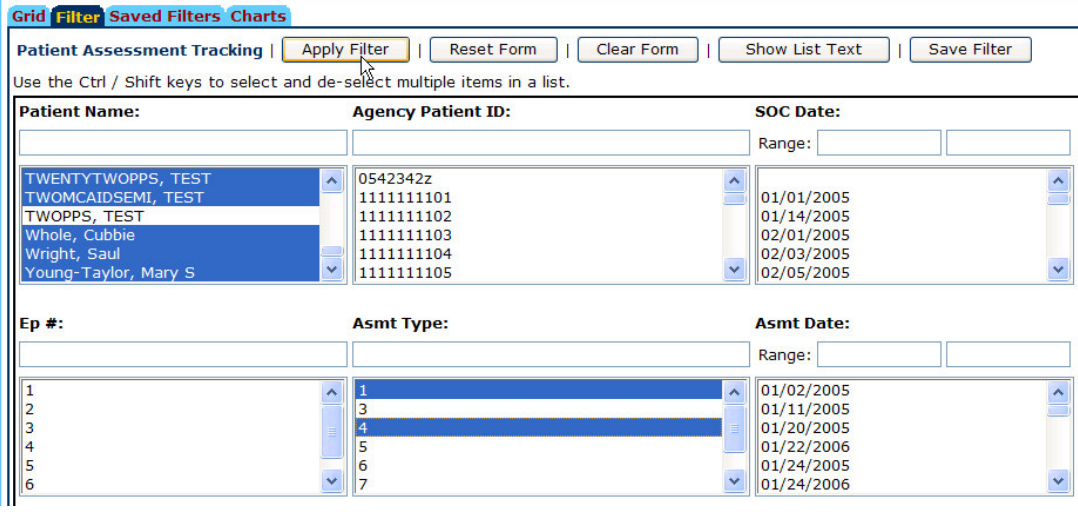# Instructions to Apply Grid Filter Settings

| Action / Instruction | Screen Shot |
|---|---|
| Scenario: You want to select all but one patient AND only specific assessment types. | |
| 1. ANALYSIS & REPORTING – Operations – Asmt Tracking: Click on FILTER tab. Click one on first entry in Patient Name field. |  |
| 2. Using scrollbar in Patient Name field, scroll to bottom of list. Hold down the [SHIFT] key and click once on last entry in patient name field. Scroll through Patient Name list until you see the name you wish to exclude, hold down the [CTRL] key and click once on the entry so that it is de-selected. |  |
| 3. In Asmt Type field, hold down the [CTRL] key and click once on each entry to be included in grid results. Then click [Apply Filter] button at top of form to display grid results with selection criteria as specified in Steps 1, 2 and 3. |  |