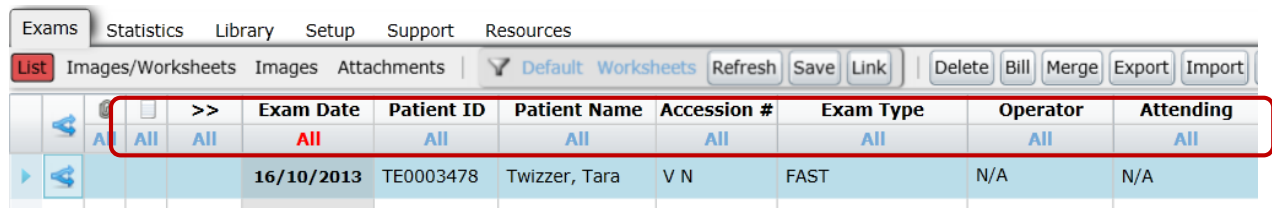


**EXAMS LIST SCREEN FILTER SETTINGS:**

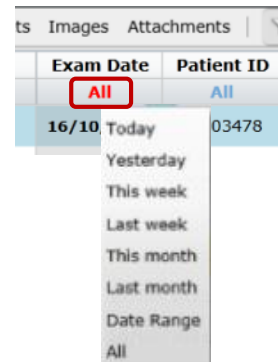
After login, Q-path displays a screen with a list of exams. The list of exams displayed is based on your security access level (as set by your site administrator) and the database filter parameters set. If an exam of interest is not displayed, the filter parameters settings located below each of the column headers may need to be modified.



- ❖ The parameter filter label color changes from **Blue to Red** when a filter other than factory default is set.

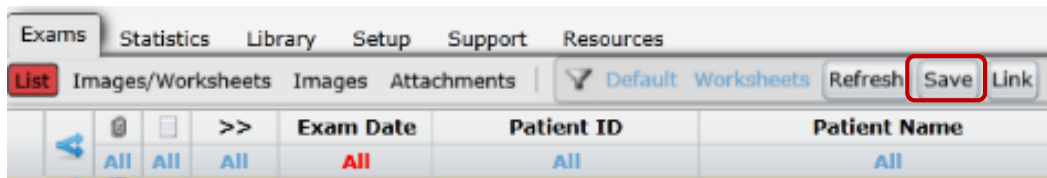
**MODIFY FILTER SETTING(S):**

1. Select the filter(s) under each parameter.
2. Select from the dropdown list or enter a value in the text box as indicated.
3. The exams list is updated after each filter is changed.
4. Repeat steps 1 and 2 to filter each additional parameter.



**SAVE FILTER SETTING(S) AS A PRESET:**

1. Modify the filter setting(s) as required.
2. Select the **Save** button as indicated below.



3. Enter a name for your new exams list filter.


Enter filter name:

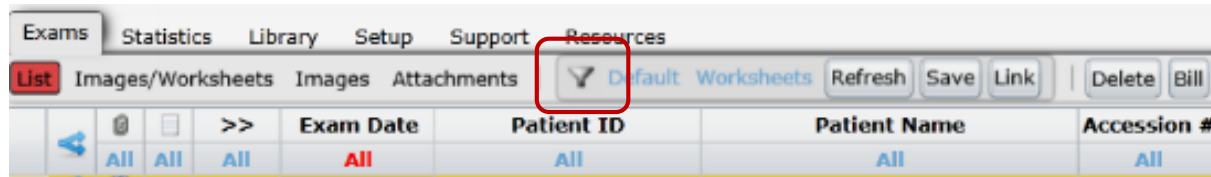
Use for public:

Cancel Save

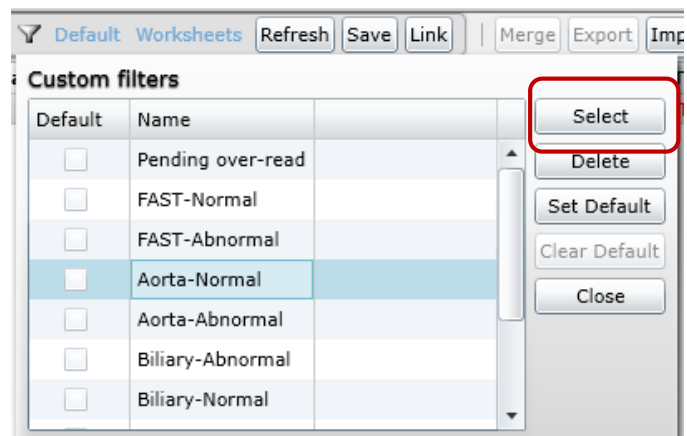
4. Select the **Use for public** check box to make the filter public (available for everyone to use) or leave the box empty to keep the exams list filter private to you.

## SELECT SAVED PRESET FILTER SETTING(S):


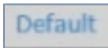

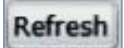

1. Select the  funnel icon to display a list of saved exams list filter settings.



2. Select the desired filter from the list.
3. *If desired*, check the **Default** checkbox to make the filter your default setting at login. Select the **Set Default** button to right.
4. Select the **Select** button to the right to open the custom filter.



The following group of filter selections can be used to filter the list of exams displayed:

	Select "funnel" key to show list of user configured (saved) filtered exam list views.
	Select to return to <b>Factory Default</b> setting ( <b>All</b> exams for <b>Today</b> ).
	Select to search exams list based on worksheets values.
	Select to refresh screen to view exams sent to Q-path after login. <b>Note:</b> Also used to reflect changes made during Q-path administrator setup.
	Select to save current custom filter setting.

❖ A complete Q-path User Manual is located under the Support tab within your Q-path application