Filtering views within Capacity Management help staff customize what they are viewing on the bed board, transfer list, or discharge list.

STEP 1: Select the **List Properties** icon.

STEP 2: Select **Filter/Sort Properties**.

STEP 3: Select the **Current Location** column heading.

STEP 4: Select **Exclude**, then select the 3-dot ellipsis to exclude locations.

- Select ⟩ next to the location (NL Eastern Maine Medical Center).

- Check **Outpatient** to exclude all outpatient locations.

- Select the ⟩ next to **Inpatient**.

- Select ⟩ next to 1ˢᵗ Floor.

- Checkmark **P1 Interventional Prep and Radiology**.

- Select **OK**.

STEP 5: Select **OK** on the **Exclude** box.

STEP 6: Select the disc icon to save the **Perspective**.

- Enter a **Name**, click **OK**.

Reset Perspective 💾