


# Filter the patient population

English

## Why?



Properly filter the patient population to save time and develop a more efficient workflow.

## Sort last names in alphabetical order

1. Log in to ResMed ReSupply.
2. In the Last Name column, click the **double-arrow** icon .

**Note:** You can use this procedure above to alphabetically filter data in any column.

## Find patients who do not have a phone number

1. In the Phone column, click the **double-arrow** icon .
2. Click the **up-arrow** icon .

You can now see the patients who do not have a phone number at the top of the list.

## Find patients who do not have an assigned or running protocol

1. In the Status column, click **Filter**.
2. In the drop-down list, select the following:
  - Expired
  - Shutoff
  - Completed
  - Unassigned
  - Non Responsive
3. Click **Search**.

## Enhanced filters

We recommend that you use enhanced filters to help you gather information for reports. For example, you may want to find out how many patients were created in the system last month.

**Note:** You can hover your cursor over a search field to activate a tooltip that shows what filtering options are available.

### Filter by date

1. In the Create Date column's search field, enter "<" before the date to only see dates before the specified date. For example, you enter "<5/25/2017".

**Note:** If you want to see all dates after a specific date, you can enter ">" before the date.

2. To apply the filter, press **Enter**.

### Filter by name

1. In the Last Name or First Name search fields, enter "<" before the first letter of the name to only see names that appear before that letter in the alphabet. For example, you enter "<M" to see all names that start with the letters A to L.

**Note:** You can also enter ">" to get the opposite result.

2. To apply the filter, press **Enter**.

### Filter by empty fields

1. In any search field, enter "none" to only see empty fields.
2. To apply the filter, press **Enter**.

### Filter by filled-out fields

1. In any search field, enter "any" to only see fields that contain information.
2. To apply the filter, press **Enter**.

### Filter by partial matches

1. In any search field, enter "%" to only see fields that match the letters/numbers preceding "%". For example, you enter "Med%" to see all the fields that start with "Med".
2. To apply the filter, press **Enter**.