

# Documentation – Personal Note Type List Filter



**Digital Health**  
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Quick Reference Guide

This Quick Reference Guide will explain how to:

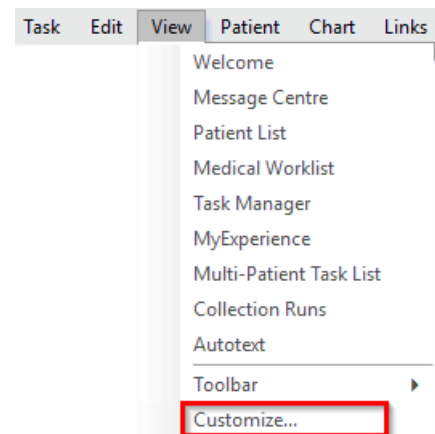
- Customise a Personal Note Type List
- Use the Note Type List Filter when creating a new note

## How to customise a Personal Note Type List

1. Click on **Documentation** **+ Add** from the table of contents


2. Click on **+ Add** ▾

3. Navigate to “View” from the navigation bar at the top and click “Customize...”



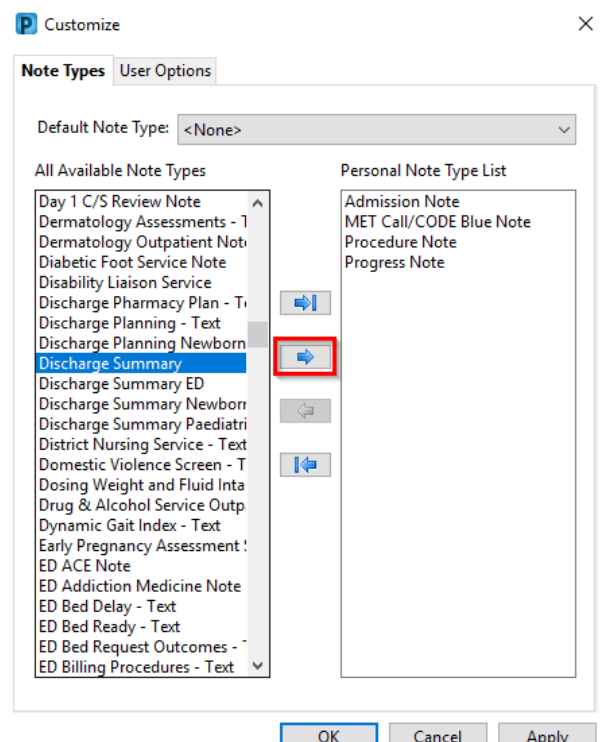
4. The “Customize” window will open

5. Select a note type and click the  to move it to the “Personal Note Type List” column

\* To **remove** a note type, use the  after selecting the note type

6. Continue adding multiple note types by following step 5

7. Click OK





## How to use Note Type List Filter when creating a new note

1. Under “Note Type List Filter”, select “Personal”
2. Under “Type” you will now only see the Note Types that have been selected.

The screenshot shows the 'New Note' interface. At the top, there are icons for '+ Add', a camera, a square, and a document. Below these is a tabbed interface with 'New Note' and 'List'. The 'Note Type List Filter:' dropdown menu is highlighted with a red box and contains the text 'Personal'. Below this, the '\*Type:' section is highlighted with a yellow box and contains a list of note types: Admission Note, Discharge Summary, MET Call/CODE Blue Note, Procedure Note, and Progress Note.