Documentation –
Personal Note Type List Filter

**Digital Health
CONNECTING BEST CARE**

Digital Health
Quick Reference Guide

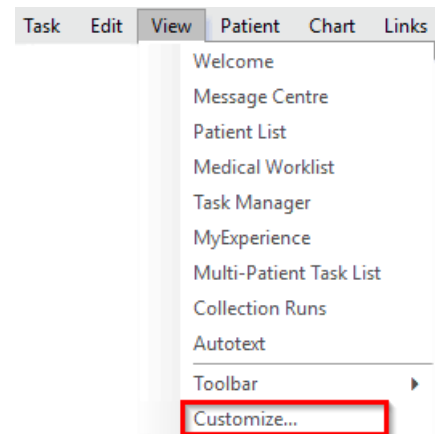**This Quick Reference Guide will explain how to:**

- 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 ▾**

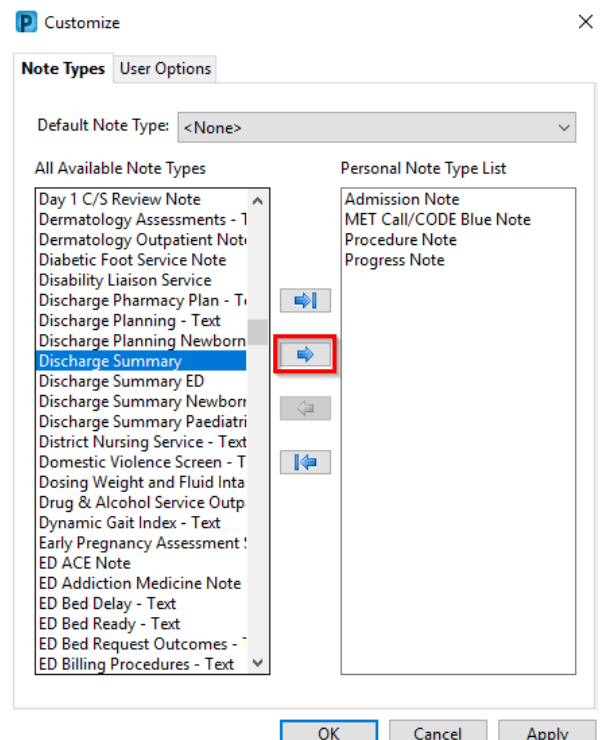3. Navigate to "View" from the navigation bar at the top and click "Customize…"

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.