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 three 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**.