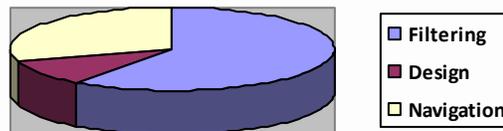


V Sys One – Filtering

Importance of filtering

First and foremost, filtering is one of the most important tools available within V Sys One. Filtering is the answer to almost every question when you ask yourself “Who do I want to look at for the information on this report?”, and it’s not just reporting. Some of the items in V Sys One that utilize filtering include:

- Mail merges
- Person lookup
- Advanced find
- Lists
- Mailing labels
- Awards criteria
- Certifications
- Hours crediting
- Bulk creating/updating



Did you know?

Many support calls related to reporting are filter related

Objective

We will be covering the areas listed above to showcase the importance of using filters in these sections of V Sys One, as well as touch on the filters that are built in to certain tools, such as job setup. We will also cover saving filter criteria once filters have been established. Also, we will be solving the scenarios listed below. By the end of this webinar you should be comfortable with adding filters throughout V Sys One, and the data provided by the filters!

Scenarios

1. There was flu outbreak at your hospital and need to notify all your staff **AND** volunteers.
2. Hours are strangely low for a particular month in a certain job. Who was volunteering for that job during that month, and how many hours did they contribute?
3. Who has a flu shot expired or missing?
4. Its awards season, so you know what that means...Who are my EMS certified volunteers over the age of 18 that have provided 5 years of service that do not want to be e-mailed? We need to mail them their “Medical emergency adult service award”

Helpful links to documentation for filtering:

Filters overview: <http://www.vsysone.com/docs/VSys/HTMLDocs/current/#639.htm>

Saving filters: <http://www.vsysone.com/docs/VSys/HTMLDocs/current/#1858.htm>

Detail filtering and sorting:

<http://www.vsysone.com/docs/VSys/HTMLDocs/current/#1860.htm>