

Understanding and using CareSync Exchange filters

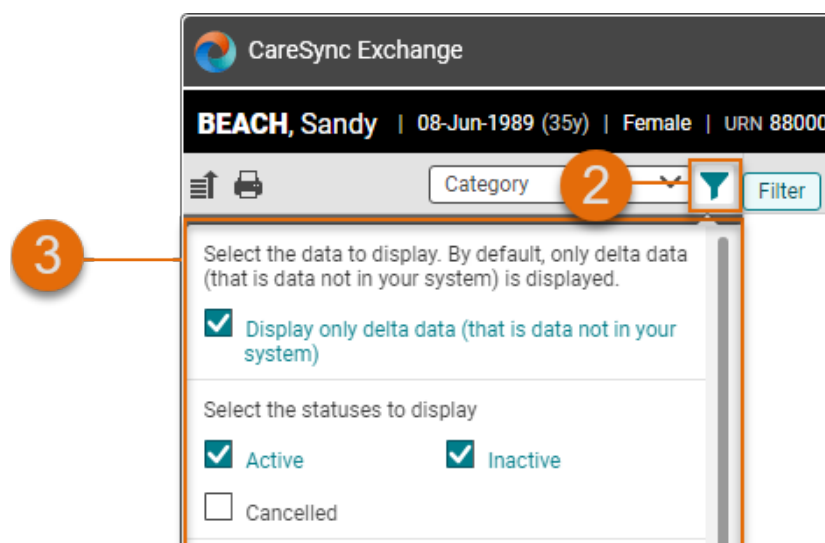
NOTE: Images in this document are a visual representation only. Your system view may appear slightly different.

The CareSync Exchange Filter has default settings that control the data you view. In this guide we provide knowledge and understanding of the Delta view and Statuses to display.

- [Accessing and opening the CareSync Exchange filter](#)
- [Understanding Delta View in CareSync Exchange](#)
- [Understanding the Statuses display and how Inactive and Active Cards are viewed](#)

Step 1 | Open the Filter pane

- 1 Launch CareSync Exchange.
- 2 Select the **Filter** icon.
- 3 The Filter pane will open.

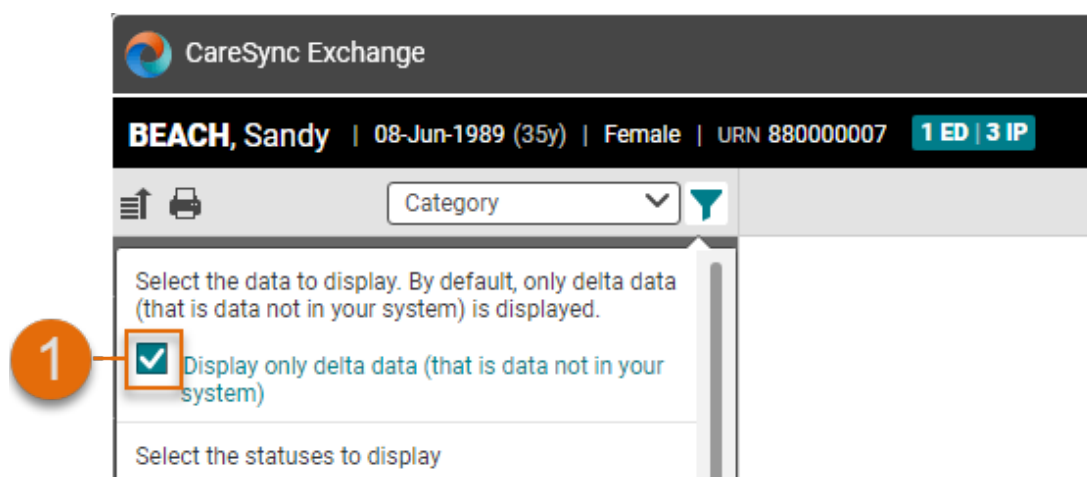


Step 2 | Understanding the Delta view

- 1 By default, the data displayed in CareSync Exchange is from **other health services only**, this is known as the Delta view.

This default setting ensures easier viewing of data not known already to your own health service.

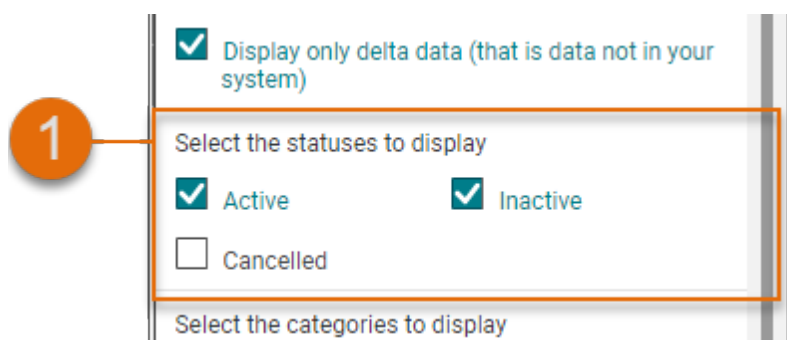
To see local data alongside other health service data, click the **funnel icon** and then uncheck the box as seen below.



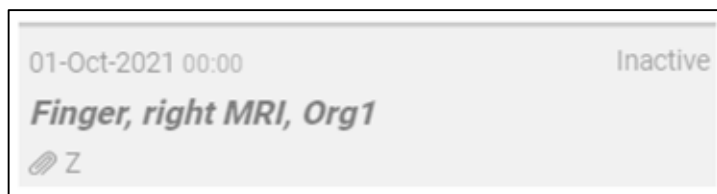
The delta view for Parkville precinct health services will display all health services from outside of the precinct itself.

Step 3 | Understanding Statuses to be displayed

- 1 Data presented on Cards in CareSync Exchange contain Active or Inactive information by default. The **`Select statuses to display`** section within the filter pane defines this.



Inactive data, for example a health condition that has resolved, remains in CareSync Exchange. These are still displayed by default but are differentiated with a grey background and italic text:



Cancelled data, for example a future patient appointment that booked but then cancelled, remains in CareSync Exchange. This is not displayed by default but can be seen by selecting the Cancelled status. When displayed these are differentiated with a grey background and struck through italic text.

