**How-to
Filter Task Notes**

*This brief how-to document will instruct you how to set a permanent filter when viewing Task Notes within ETM to hide the generic ‘Action Performed’ task note.*

1. Enter any view and select a task that has Task Notes
2. In the Preview, click ‘All Task Notes’
3. Choose either ‘Patient’ or ‘Invoice No.’
4. Click on the ‘Actions’ button
5. Select ‘Filter’
6. Under ‘Filter Column’ in the first text box enter: Note
7. Under ‘Operator’ in the first text box enter: NOT LIKE
8. Under ‘Value’ in the first text box enter: %: Action Performed%
9. After ‘Filter:’ enter: Action Performed, which will be the name of the filter
10. After ‘Save as Default:’ click the checkbox
11. A popup will display asking if you would like to save the filter, click ‘Yes’
12. A verification notification will popup confirming you have saved the filter
13. Make sure the checkbox after ‘Save as Default:’ is checked, if not then check it
14. Click ‘OK’
15. This filter will now be saved and loaded when you select a new task, enter a new view, and log off and log back in