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Filtering Lists

In Casebook in cb Access, cb Track, and other sections, when see you a workload view with a list of things, like a list of providers or a list of applications, you can filter through that list. This allows you to pinpoint the types of applications or the types of providers you're looking for and only see those types.

For example, if you want to find both foster families and daycares but you don't want to see nursing homes, then click the Provider Type filter at the top of the cb Track workload view and click "Foster family" and "Daycare" but do not click "Nursing Home."

You can combine different filters to get narrower results. For example, if you want to specifically see foster families and daycares with active licenses in Nassau County, New York and in Suffolk County, New York but nowhere else, then use three filters: provider types, license statuses, and counties. Here are the steps to complete that search example:

You can combine different filters to get narrower results. For example, if you want to specifically see foster families with active licenses in Nassau County, New York but nowhere else, then use three filters: provider types, license statuses, and counties.

See the image below to see what these filters look like:

