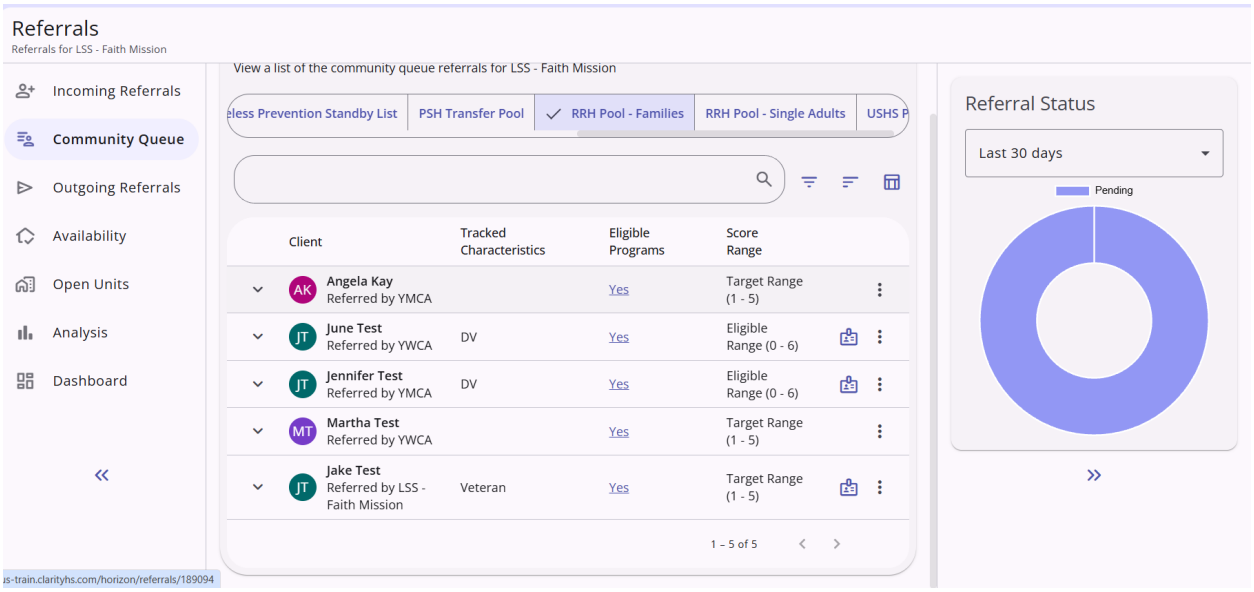
Sorting the Community Queue

Log into Clarity HMIS. Click on the Referrals Icon at the Global level. Navigate to the specific queue you will work in. This example shows the RRH Pool, however, all pools and lists in the community queue have the same sorting capabilities.

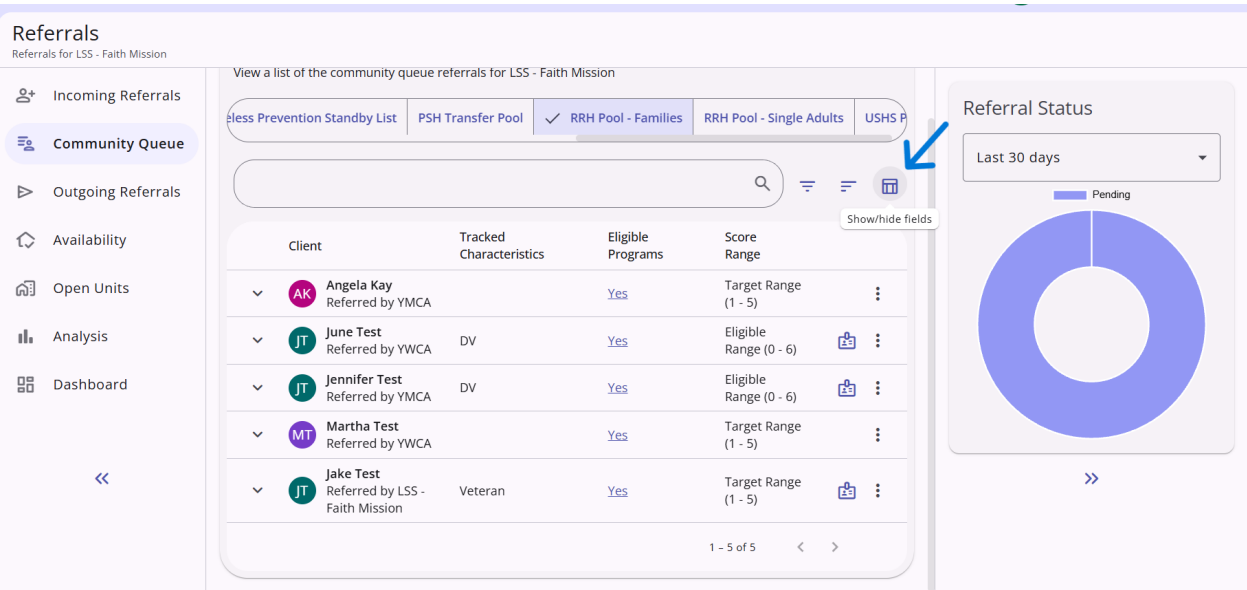


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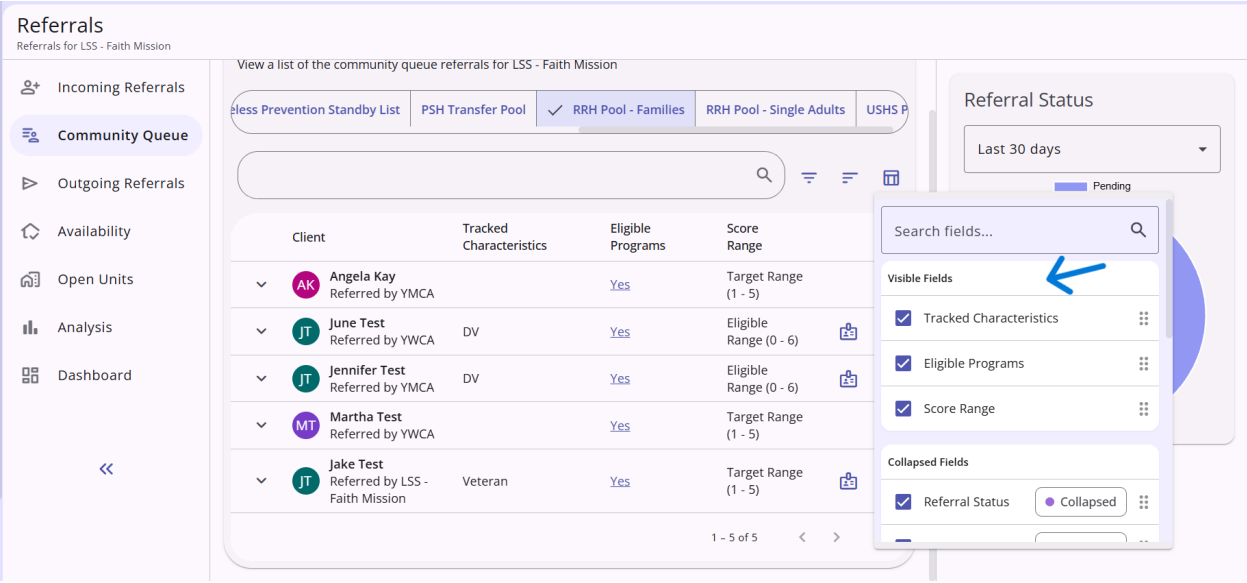
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The sorting and filtering options in the Community Queue can be customized for each end user's view.

Click the "Show/hide fields" icon.

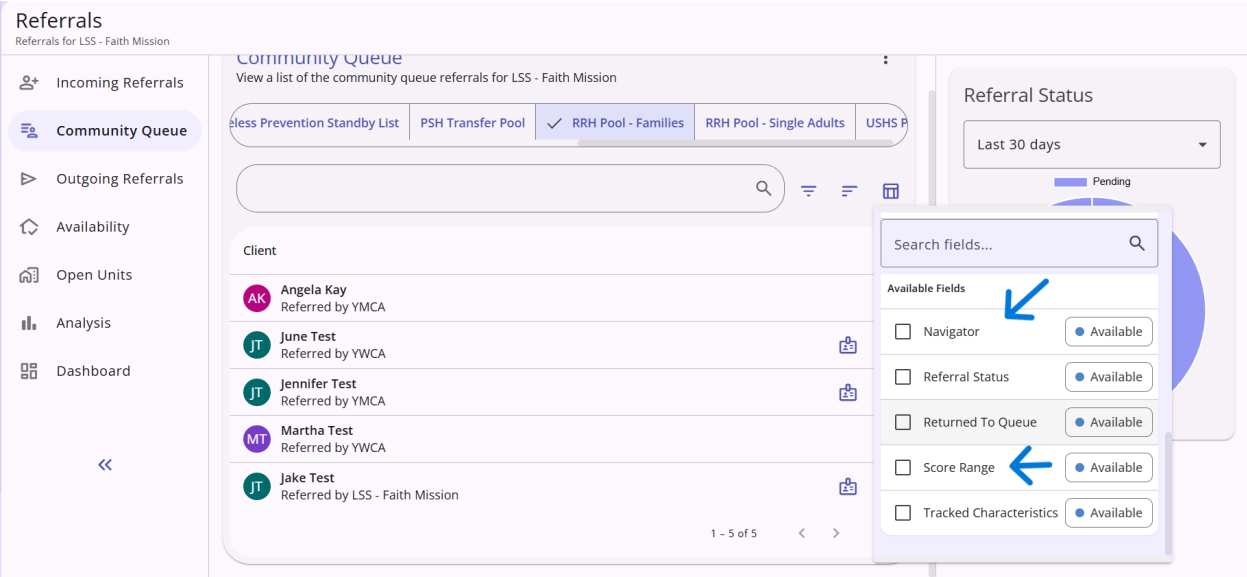


The visible fields box shows which items are visible in the columns next to the client's name in the queue. These can be unchecked to remove them or rearranged.

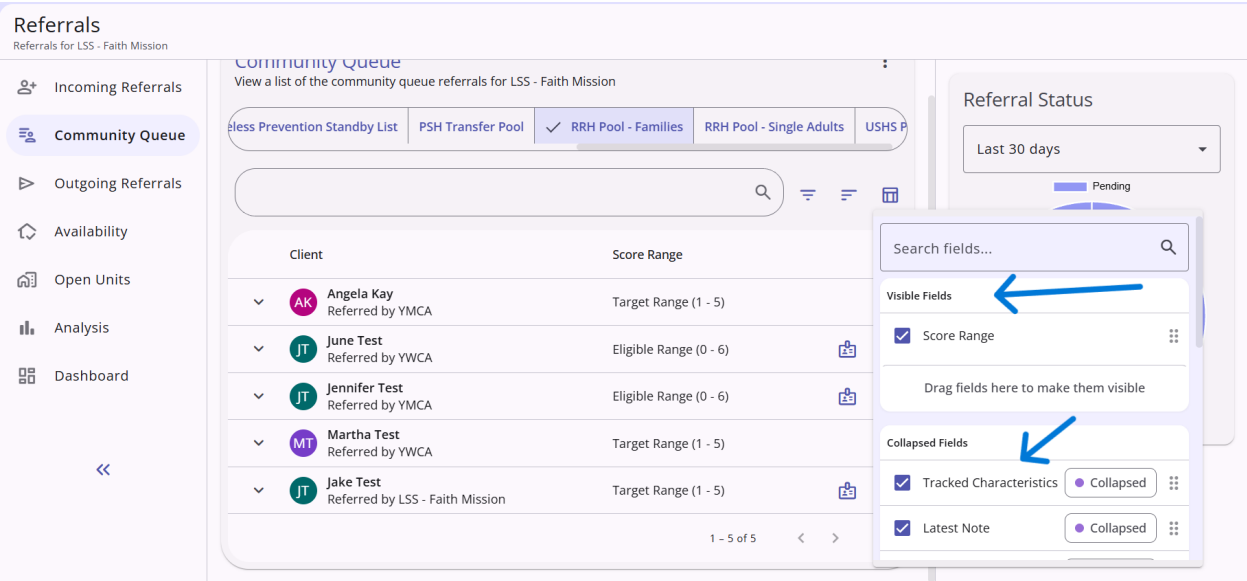


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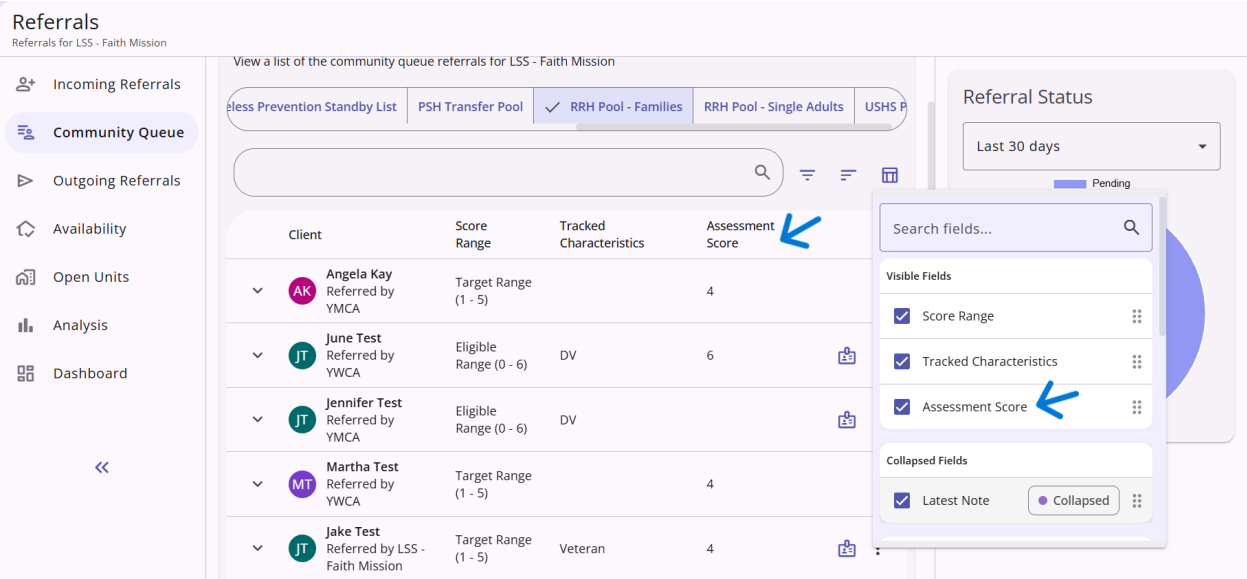
Scroll down in the fields box to see available fields that are not checked. Check any options you would like to appear in the visible fields.



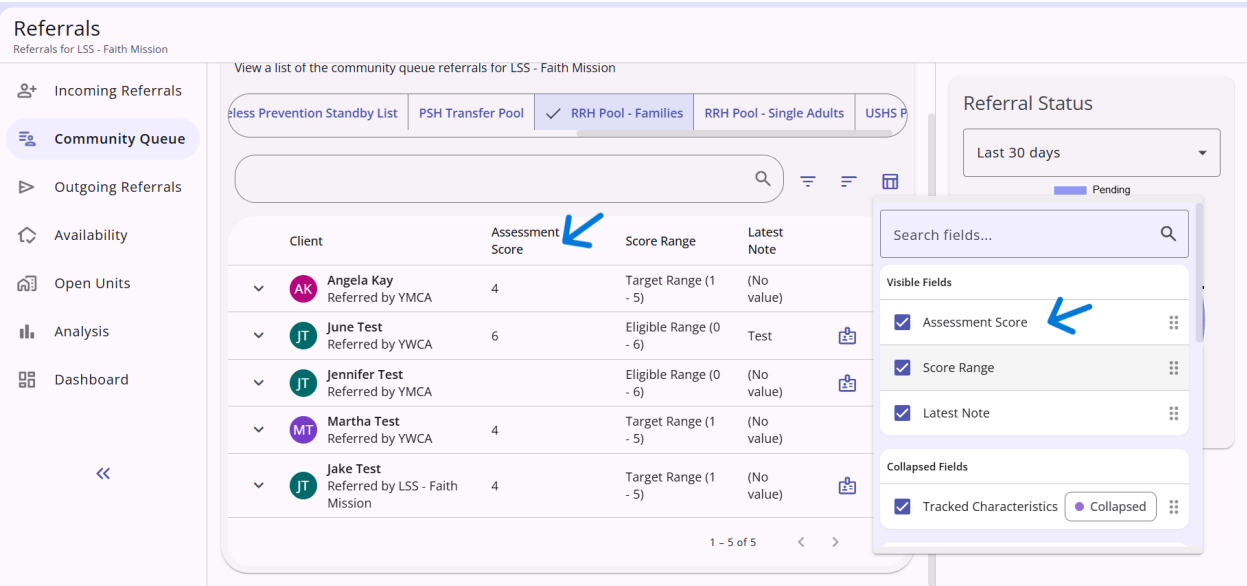
In the example below, “Tracked Characteristics” is now checked and automatically moved to the “Collapsed Fields” section.



With your mouse, grab the “Tracked Characteristics” option, drag, and drop it in the visible fields section. The columns next to the client name will adjust with your change.

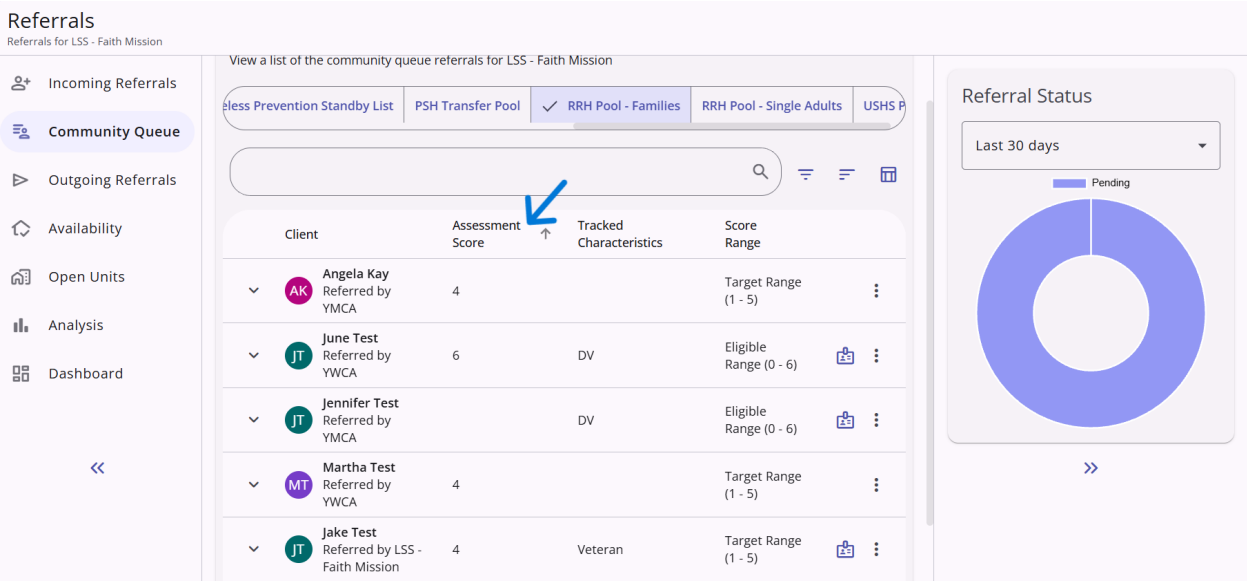


The visible fields can be rearranged. In this example the Assessment Score was dragged to the top of the visible fields list.

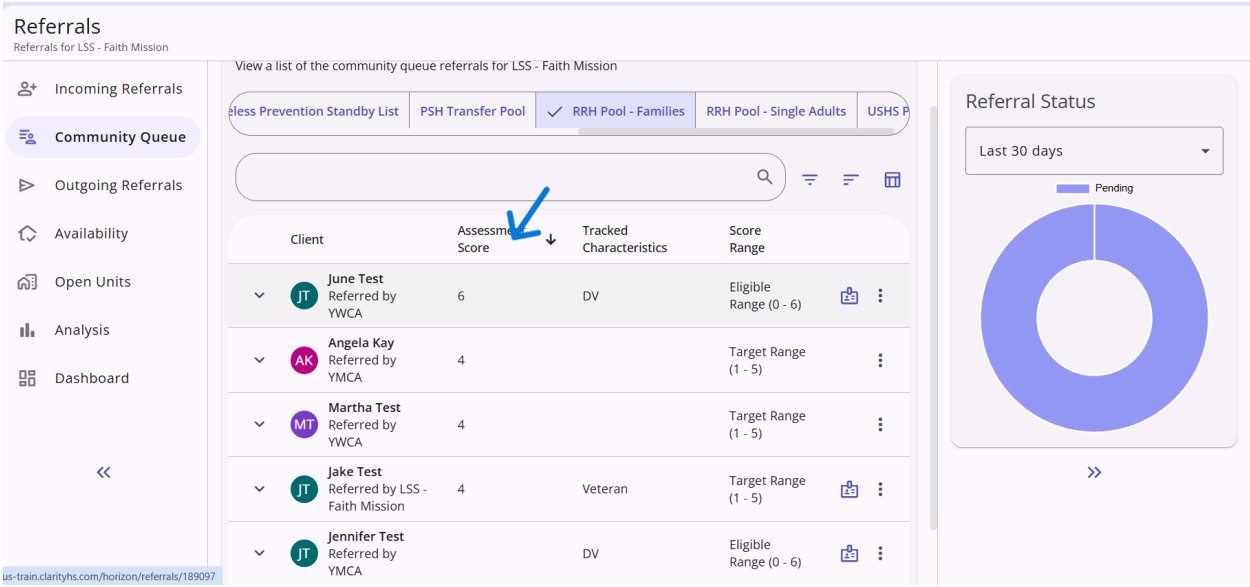


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The Assessment Score can be sorted, lowest score to highest, or highest score to lowest. Click on the arrow next to the Assessment Score to sort.



This example shows the scores sorted from highest to lowest.



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