Associate Monitors with Providers

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You can associate each of your providers with a specific Monitor. Associating providers with Monitors lets you filter and/or sort several reports by Monitor.

To do so:

1. Click the **Providers** menu and select **Provider Information**. The Provider Information window opens.

2. In the **Sponsor Personnel** section, click the **Monitor** drop-down menu and select the Monitor to assign to this provider.

3. Click **Save**.

You can also view which Monitors are associated with which providers in the List Providers window.

1. Click the **Providers** menu and select **List Providers**. The List Providers window opens.

2. Click the **Filter Providers B**y drop-down menu and select the provider status to view.

3. Click **Refresh List**. The providers display. Monitor initials are listed in the Monitor column. If a provider is not currently associated with a monitor, -- (dash dash) displays in this column.