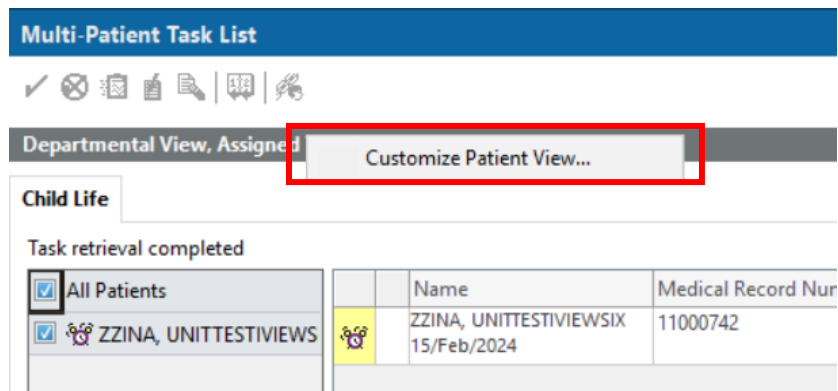


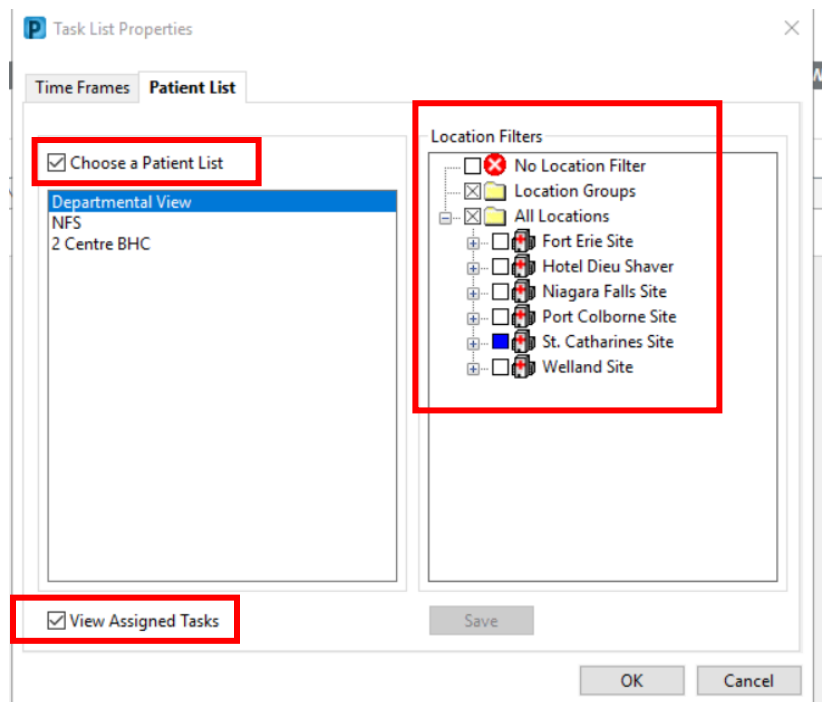
### MULTI-PATIENT TASK LIST

Complete the following steps to update the Multi-Patient Task List.

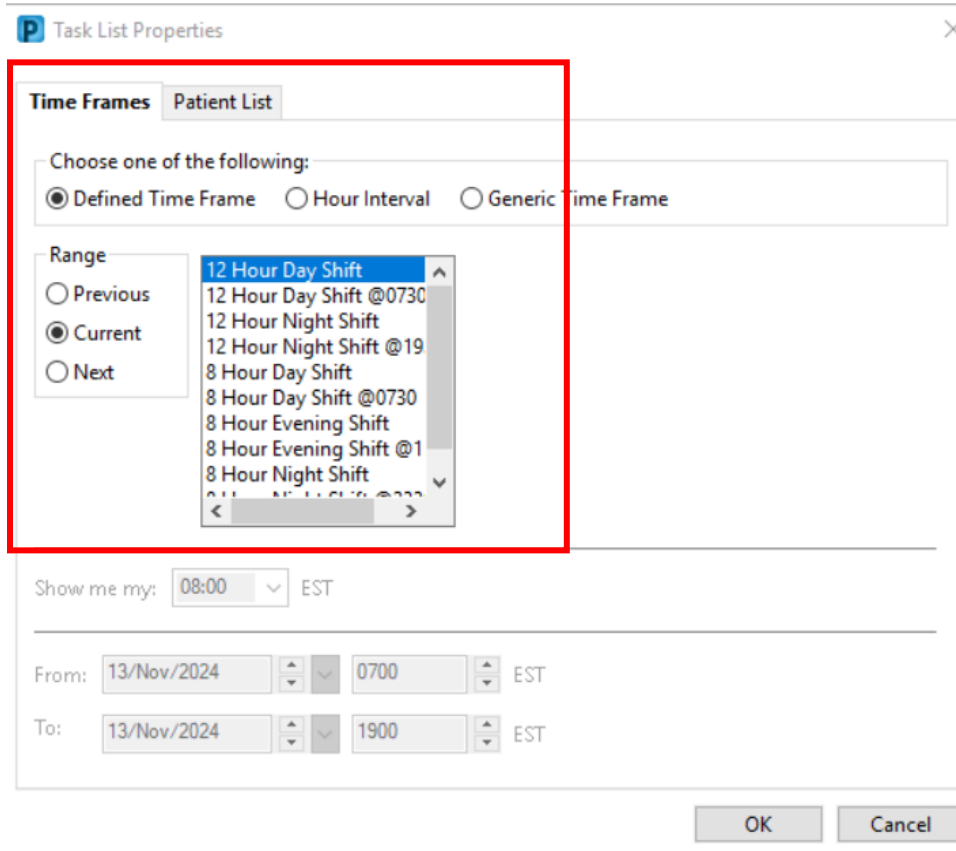
1. Right click on grey banner. Click on “Customize Patient View”



2. Ensure that you click in the “Choose a Patient List” box and you choose “Departmental view” and on the right hand side, you choose the site/location from the filter.



3. On the Time Frames tab, choose **Current** and the appropriate Time Frame. Click on OK and refresh your Multi-Patient Task List.



**Task List Properties**

**Time Frames** Patient List

Choose one of the following:

Defined Time Frame    Hour Interval    Generic Time Frame

Range

Previous

**Current**

Next

12 Hour Day Shift

12 Hour Day Shift @0730

12 Hour Night Shift

12 Hour Night Shift @19

8 Hour Day Shift

8 Hour Day Shift @0730

8 Hour Evening Shift

8 Hour Evening Shift @1

8 Hour Night Shift

Show me my: 08:00 EST

From: 13/Nov/2024 0700 EST

To: 13/Nov/2024 1900 EST

OK Cancel