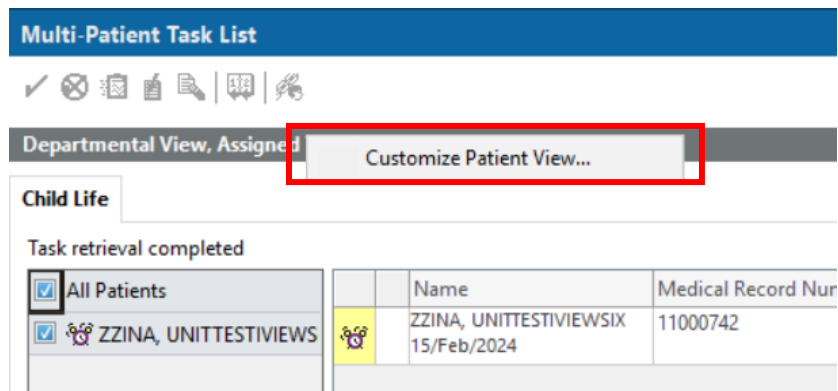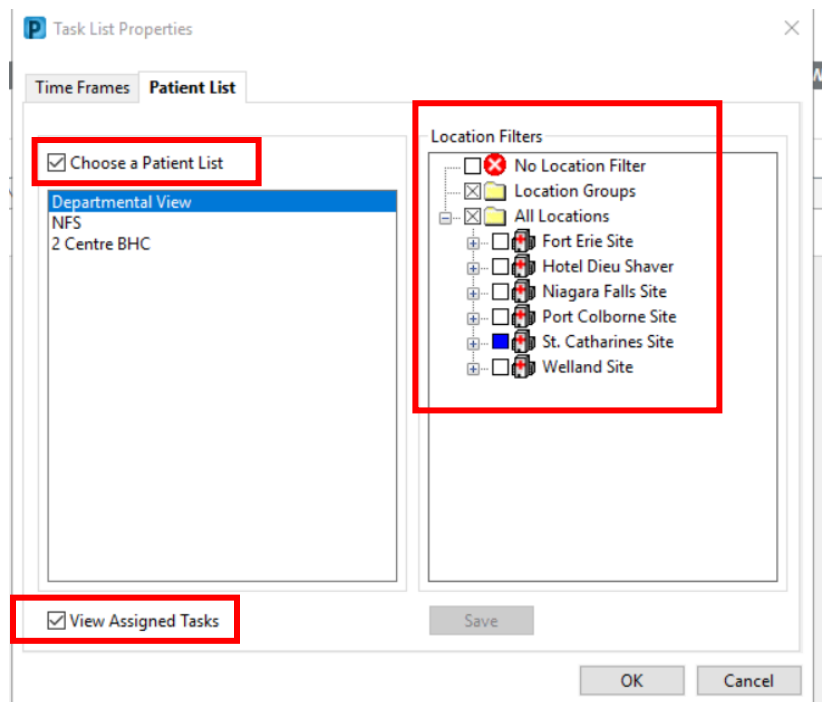## MULTI-PATIENT TASK LIST

Complete the following steps to update the Multi-Patient Task List.
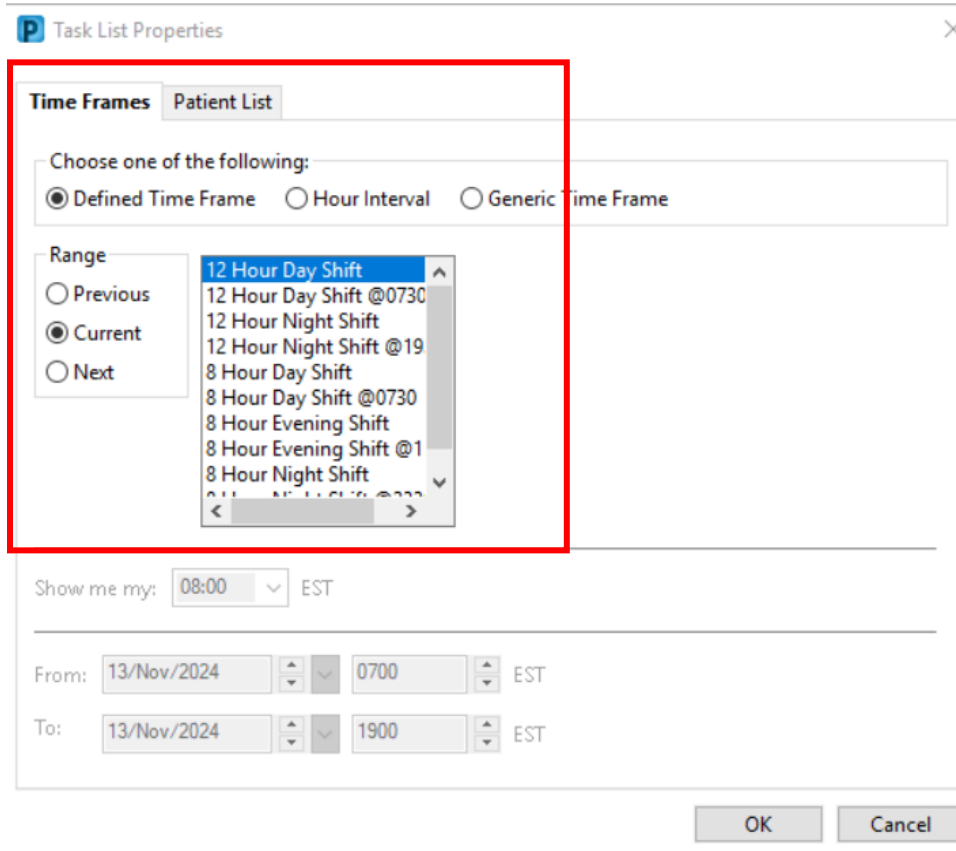
1. Right click on grey banner. Click on "Customize Patient View"

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.