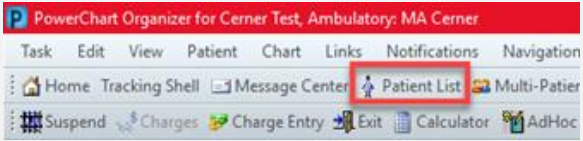


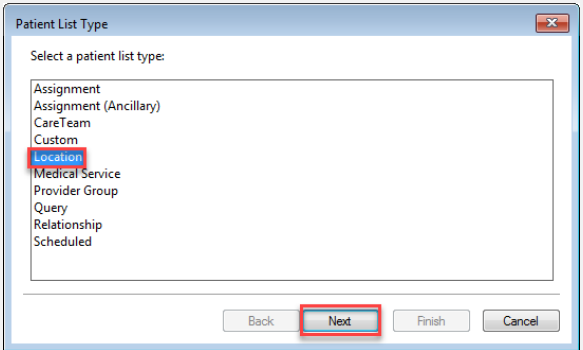
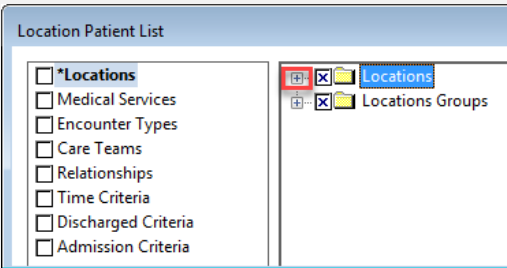
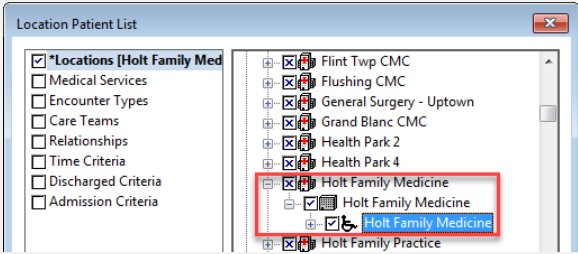

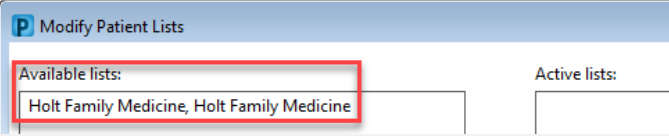
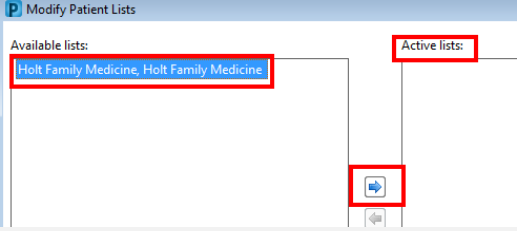
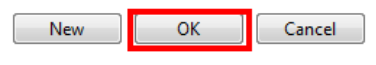
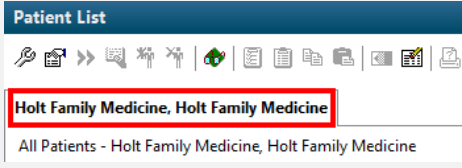

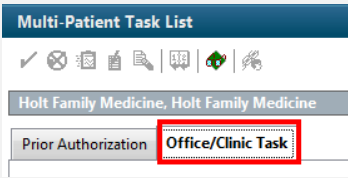
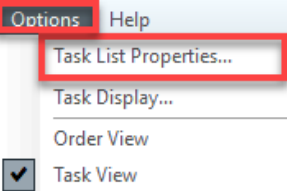


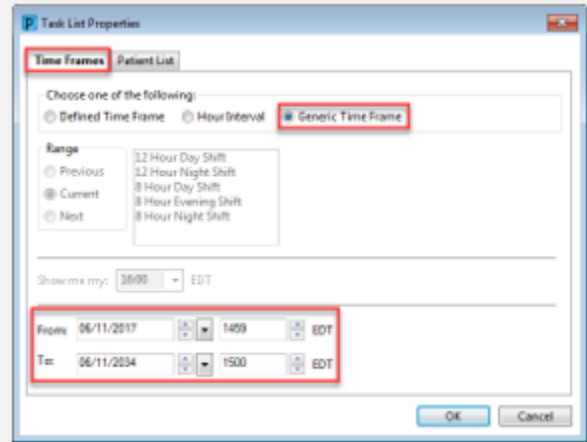
# Setting up the Multi-Patient Task List

Setting up the Multi-Patient Task List	
<p>The Multi-Patient Task List must be configured for each clinic location(s) where the Clinical user is assigned to work.</p>	
<p>1) Select the <b>Patient List</b> icon from the toolbar.</p>	
<p>2) Select the <b>List Maintenance icon</b> (wrench).</p>	
<p>3) Select <b>New</b> from the <b>Modify Patient Lists</b> screen.</p>	
<p>4) Choose <b>Location</b> from the <b>Patient List Type</b> screen, then click <b>Next</b>.</p>	
<p>5) <b>Click the +</b> next to the <b>Locations</b> folder on the right to expand the list.</p>	

<p>6) Scroll down to locate the desired location. <b>Click the +</b> next to the location, then click the <b>+</b> again. Place a checkmark in <i>both boxes</i>.</p> <ul style="list-style-type: none"> <li><b>Note:</b> A checkmark will automatically get placed in the <b>Locations</b> checkbox on the left when a location (clinic name) has been selected on the right.</li> </ul>	
<p>7) Click <b>Finish</b>.</p>	
<p>8) The location (clinic name) will display under the <b>Available Lists</b> section.</p>	
<p>9) <b>Single-click</b> on the location (clinic name), then <b>click the right-facing arrow</b> to move it to the <b>Active Lists</b> section.</p>	
<p>10) Click <b>OK</b>.</p>	
<p>11) The Patient List is now available as a tab in the <b>Patient List</b> window.</p>	
<p>12) To finalize the setup, <b>select the Multi-Patient Task List icon</b>.</p>	
<p>13) Select the <b>Office/Clinic Task</b> tab.</p>	
<p>14) Select <b>Options</b> from the Tool Bar, then select <b>Task List Properties</b>.</p>	

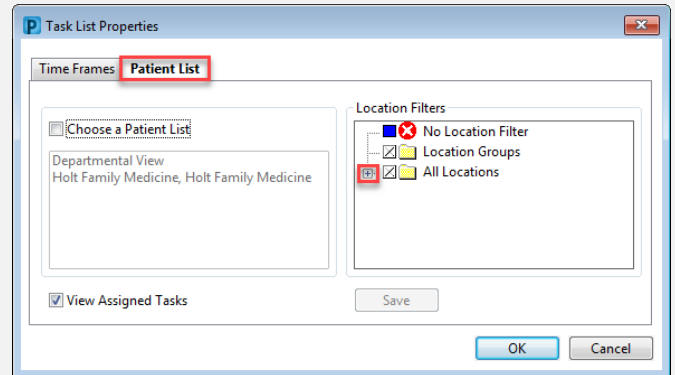
15) Select the **Time Frames** tab.

- a. Select the **Generic Time Frame** option.
- b. Change the **From** and **To** dates.



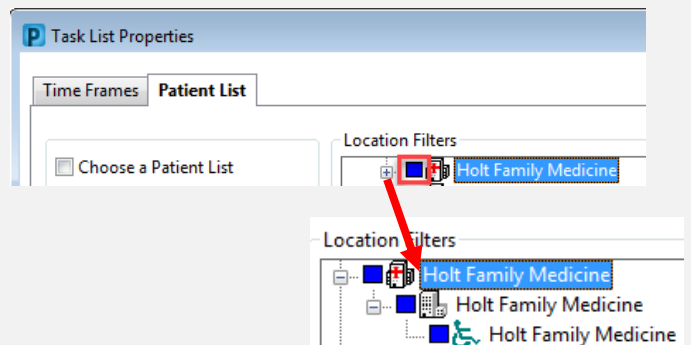
16) While still in the **Task List Properties** window, select the **Patient List** tab.

17) Click the **+** next to the **All Locations** folder on the right to expand the list.

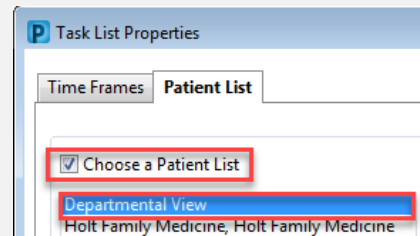


18) Click the box next to the location (clinic name) in the **Location Filters** column.

- **Note:** All three boxes will turn blue once this box has been clicked, and users can see this by clicking the **+** button.



19) Check the box next to **Choose a Patient List** and select **Departmental View**.



20) Uncheck the box next to **View Assigned Tasks**, then click **OK**.

