

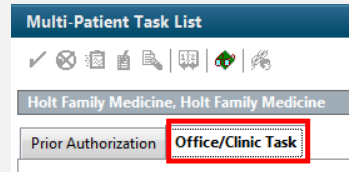
Setting up the Multi-Patient Task List

The Multi-Patient Task List must be configured for each clinic location(s) where the Clinical user is assigned to work.

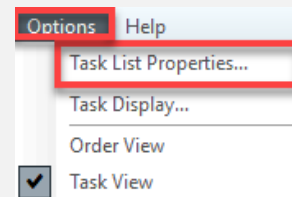
1) Select the **Multi-Patient Task List** icon.



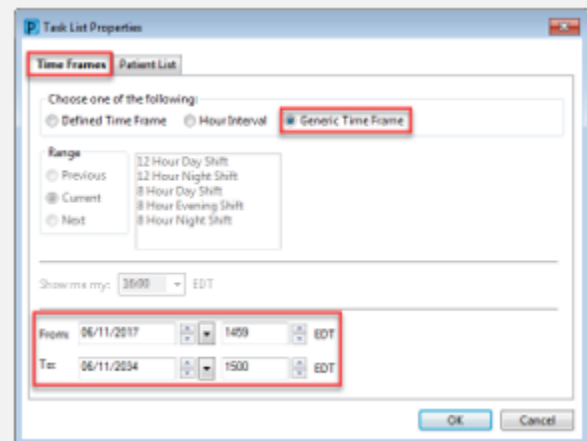
2) Select the **first** tab on the MPTL.
a. Repeat steps for each tab.



3) Select **Options** from the Tool Bar, then select **Task List Properties**.

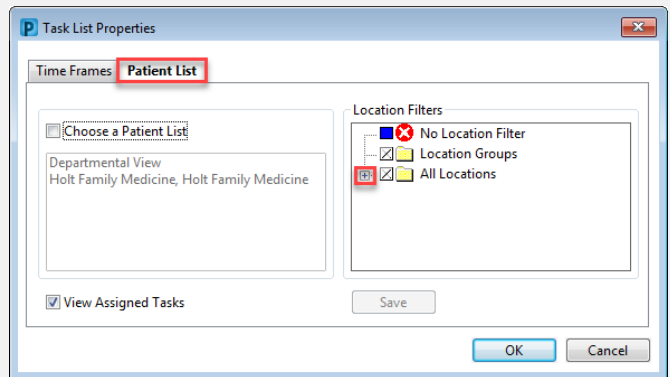


4) Select the **Time Frames** tab.
a. Select the **Generic Time Frame** option.
b. Change the **From** and **To** dates.



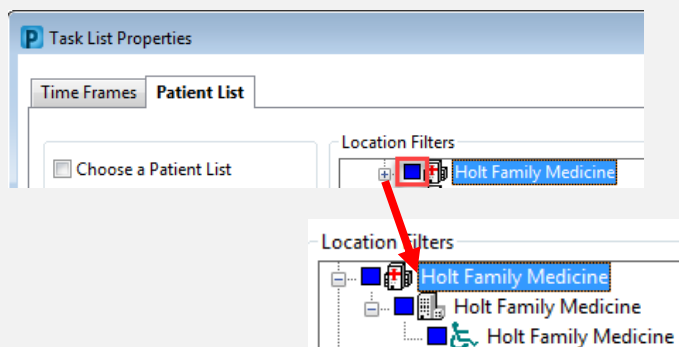
5) While still in the **Task List Properties** window, select the **Patient List** tab.

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

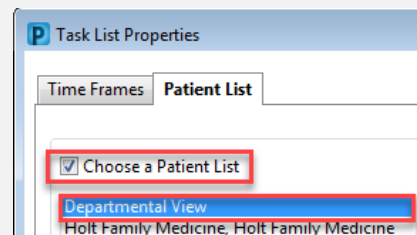


7) Click the box next to the location (clinic name) in the **Location Filters** column.

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



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



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

