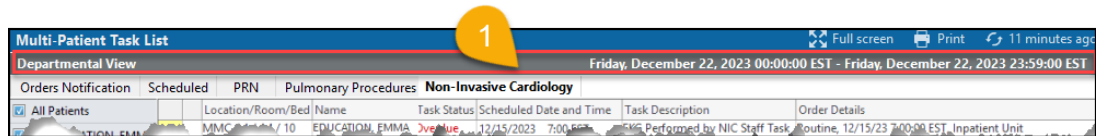![MUNSON HEALTHCARE]

Multi-Patient Task List: Changing Assignment Preferences for MMC Respiratory Therapists
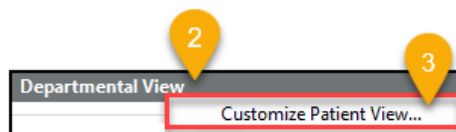
Cerner PowerChart **EDUCATION**

Changing Assignment Location Filters

Preferences for the Multi-Patient Task List (MPTL) can be changed for each tab **separately** at any time based upon daily assignments. To change the Location Filters from the Task List Properties:
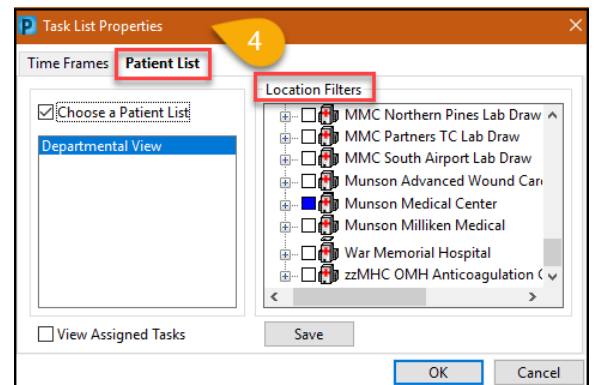
1. Locate the MPTL Filter Bar.

2. Right click on the Departmental View.
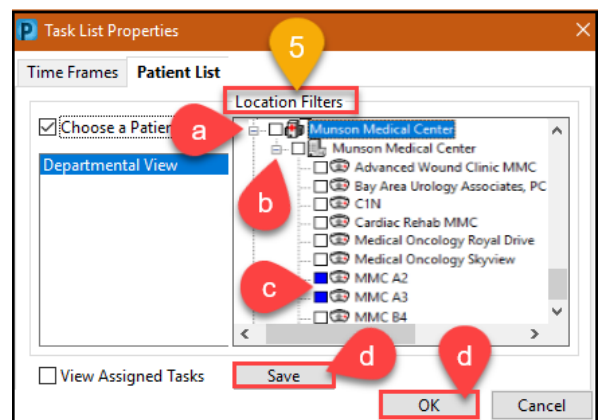3. Click Customize Patient View.

4. The Task List Properties window opens to the Patient List tab with Location Filters.

5. Use Location Filters to select specific unit(s) within a facility:

   a) Uncheck the previously chosen facility and click the '+' sign to expand the facility and display units.
   b) Click the '+' again when the second facility line displays.
   c) Select desired units.
   d) Click 'OK' to activate the new settings just for the current shift.
   Or click 'Save' and then 'OK' to keep these settings for longer than one shift.

Remember:
Log out and then log back in to use the MPTL to save the desired modifications for longer than one shift.