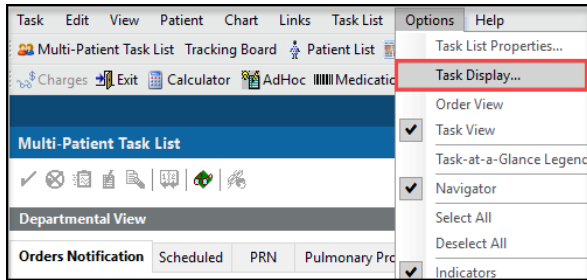
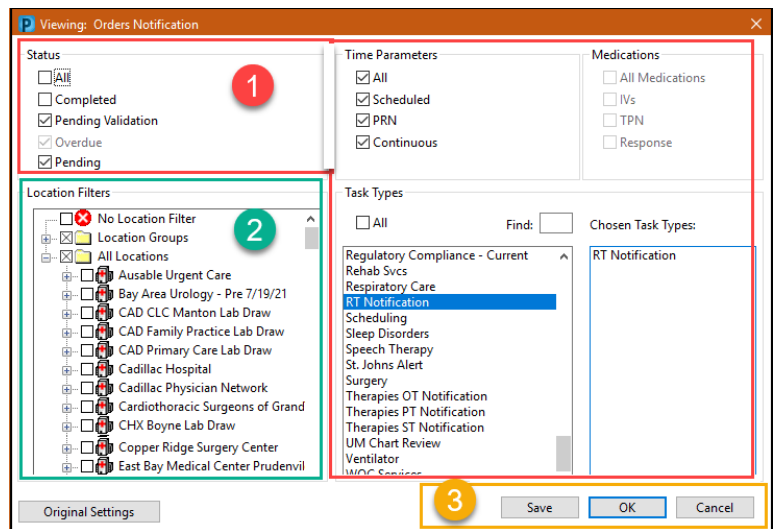


Preference Setting for Each MPTL Tab from Task Display



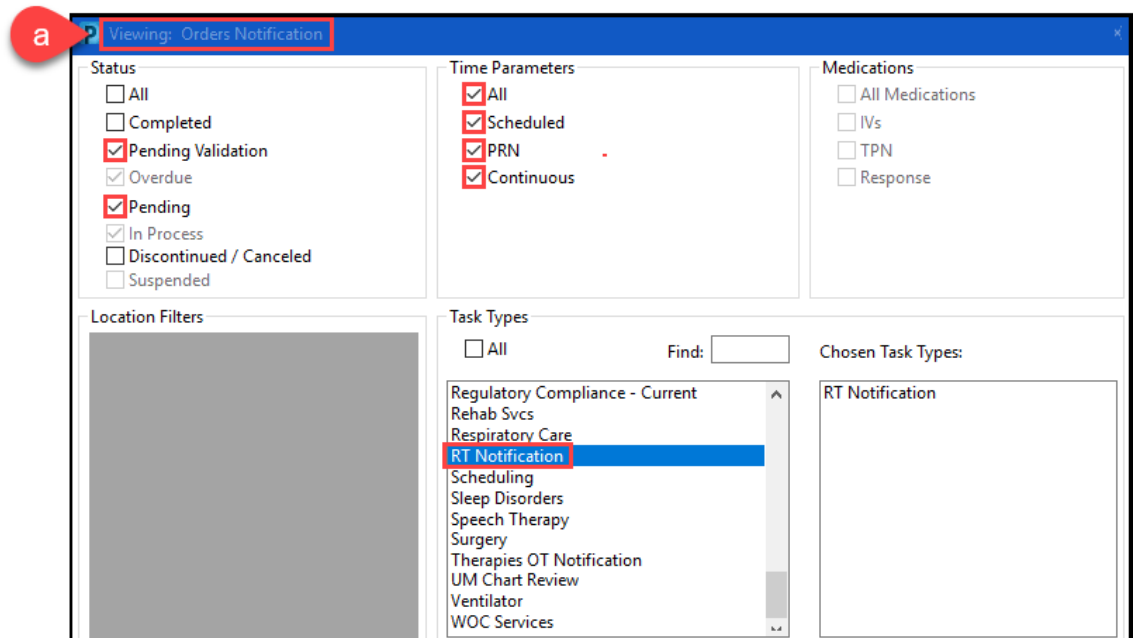
To set up preferences from Task Display that is found under Options on the menu bar, follow the three steps and repeat them for **each** MPTL tab:

1. Check the preset filters: Status, Time Parameters, Medications, and Task Types.
2. Set up the Location Filters.
3. Click Save before clicking OK to save preferences.



Use the following examples of preset filters for each MPTL tab ('Location Filters' area is dithered as it is the next step to be set up):

- a) Orders Notification.



Multi-Patient Task List: Preferences from Task Display for Respiratory Therapists

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b) Scheduled.

b Viewing: Scheduled

Status <input type="checkbox"/> All <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Pending Validation <input checked="" type="checkbox"/> Overdue <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> In Process <input type="checkbox"/> Discontinued / Canceled <input type="checkbox"/> Suspended	Time Parameters <input type="checkbox"/> All <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> PRN <input checked="" type="checkbox"/> Continuous	Medications <input type="checkbox"/> All Medications <input type="checkbox"/> IVs <input type="checkbox"/> TPN <input type="checkbox"/> Response
Location Filters [Empty Area]	Task Types <input type="checkbox"/> All Find: <input type="text"/> Oxygen Therapy Rehab Svcs Respiratory Care RT Notification Scheduling Sleep Disorders Speech Therapy St. Johns Alert Surgery Therapies OT Notification Transfuse UM Chart Review Ventilator WOC Services	Chosen Task Types: Oxygen Therapy Respiratory Care Ventilator

c) PRN.

c Viewing: PRN

Status <input type="checkbox"/> All <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Pending Validation <input checked="" type="checkbox"/> Overdue <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> In Process <input type="checkbox"/> Discontinued / Canceled <input type="checkbox"/> Suspended	Time Parameters <input type="checkbox"/> All <input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> PRN <input type="checkbox"/> Continuous	Medications <input type="checkbox"/> All Medications <input type="checkbox"/> IVs <input type="checkbox"/> TPN <input type="checkbox"/> Response
Location Filters [Empty Area]	Task Types <input type="checkbox"/> All Find: <input type="text"/> Oxygen Therapy Rehab Svcs Respiratory Care RT Notification Scheduling Sleep Disorders Speech Therapy St. Johns Alert Surgery Therapies OT Notification Transfuse UM Chart Review Ventilator WOC Services	Chosen Task Types: Oxygen Therapy Respiratory Care Ventilator

Multi-Patient Task List: Preferences from Task Display for Respiratory Therapists

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d) Pulmonary Procedures.

The screenshot shows the 'Viewing: Pulmonary Procedures' window with the following settings:

- Status:**
 - All
 - Completed
 - Pending Validation
 - Overdue
 - Pending
 - In Process
 - Discontinued / Canceled
 - Suspended
- Time Parameters:**
 - All
 - Scheduled
 - PRN
 - Continuous
- Medications:**
 - All Medications
 - IVs
 - TPN
 - Response
- Location Filters:** (Empty list)
- Task Types:**
 - All
 - Find:
 - Pulmonary Diagnostic Lab** (highlighted)
 - Radiology
 - Recovery Coach
 - Regulatory Compliance - Current
 - Respiratory Care
 - RT Notification
 - Scheduling
 - Sleep Disorders
 - Speech Therapy
 - St. Johns Alert
 - Surgery
 - Therapies OT Notification
 - Transfuse
- Chosen Task Types:**
 - Pulmonary Diagnostic Lab

e) Non-Invasive Cardiology.

The screenshot shows the 'Viewing: Non-Invasive Cardiology' window with the following settings:

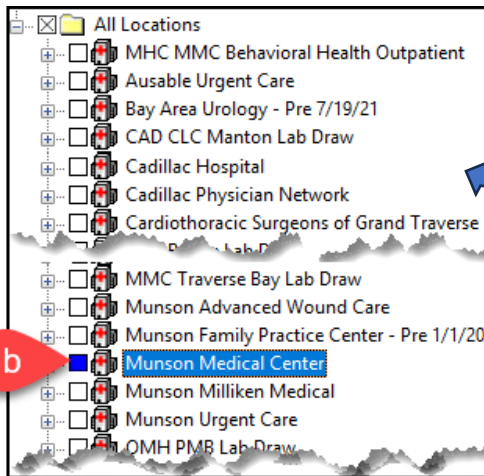
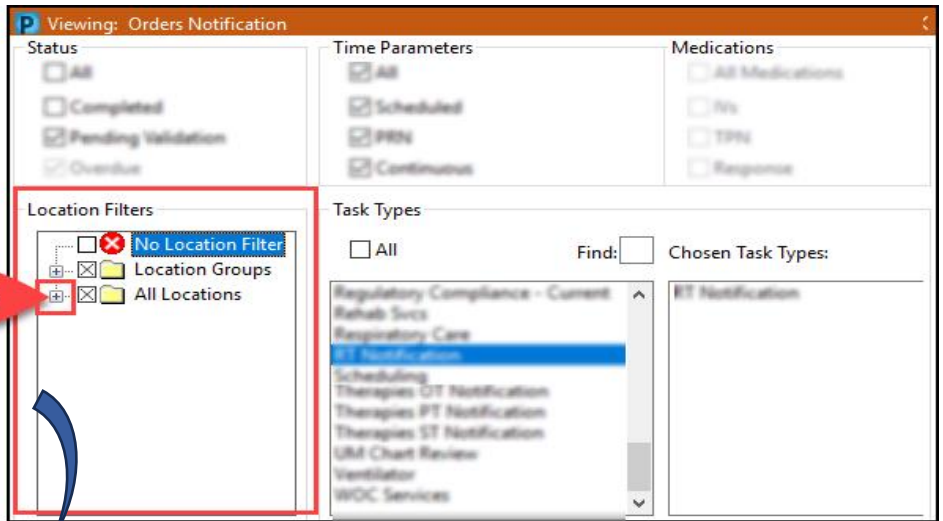
- Status:**
 - All
 - Completed
 - Pending Validation
 - Overdue
 - Pending
 - In Process
 - Discontinued / Canceled
 - Suspended
- Time Parameters:**
 - All
 - Scheduled
 - PRN
 - Continuous
- Medications:**
 - All Medications
 - IVs
 - TPN
 - Response
- Location Filters:** (Empty list)
- Task Types:**
 - All
 - Find:
 - Cardiopulmonary** (highlighted)
 - CareMobile
 - CDS Notification
 - Chronic Pain Svcs
 - Clinical Nurse Specialist
 - Clinical Nurse Specialist - Child Life
 - Clinical Nurse Specialist - CIWA
 - Clinical Nurse Specialist - COPD
 - Clinical Nurse Specialist - Diabetic
 - Clinical Nurse Specialist - Pneumonia
 - Clinical Nurse Specialist - Stroke
 - Dialysis
 - Dietary
- Chosen Task Types:**
 - Cardiopulmonary

Multi-Patient Task List: Preferences from Task Display for Respiratory Therapists

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Location Filters should also be set from **each** tab separately:

- a) Click on + sign to open All Locations folder.
- b) Select the appropriate facility location by clicking in the box next to the location.

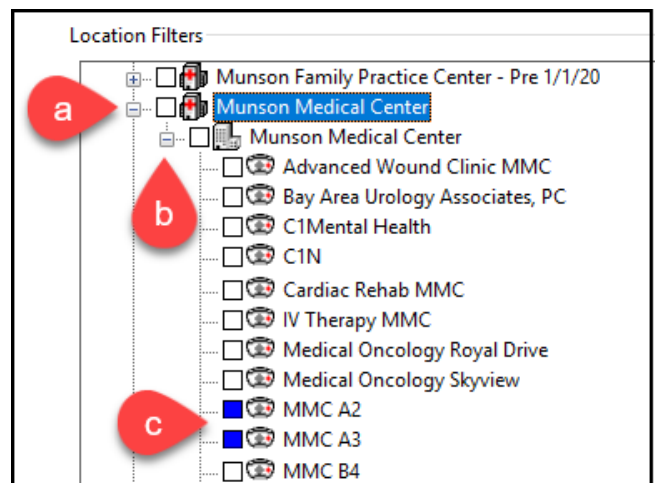


Note: Checking the main box in front of a facility will display tasks for all patients within that facility.

Selecting specific units will display the tasks for the patients only from selected units.

To select a specific unit(s) within a desired location:

- a) Click on + sign to the left of the facility to expand the unit list.
- b) Repeat the step when the second facility line displays.
- c) Select the appropriate unit(s).



Remember to click Save before clicking OK to save preferences on **each** tab (step 3, page 1).

After **all** preferences are set, click the Exit icon to save the preferences and activate the tasks.

