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

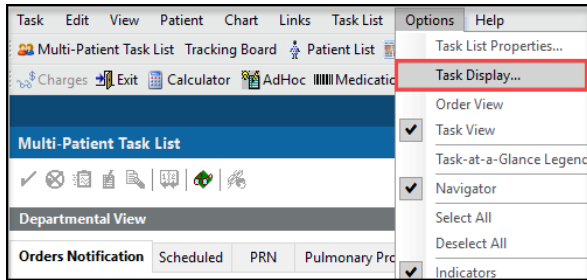Cerner PowerChart **EDUCATION**

Preference Setting for Each MPTL Tab from Task Display
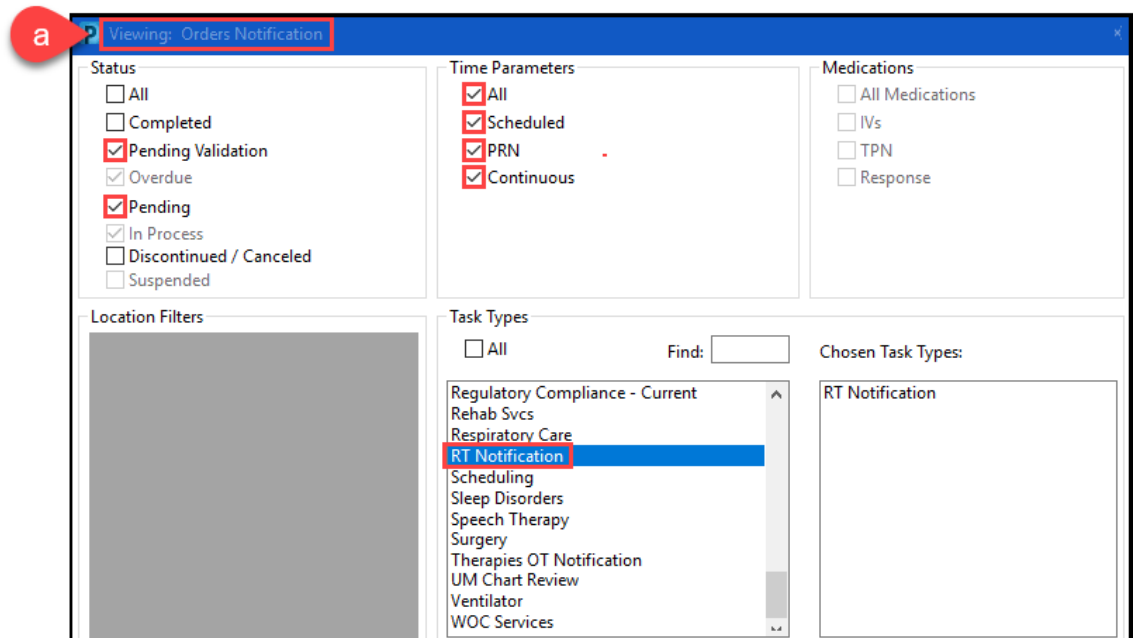

To set up preferences from Task Display that is found under Options on the menu bar, follow the three steps and repeat them for **each** MPTL tab:

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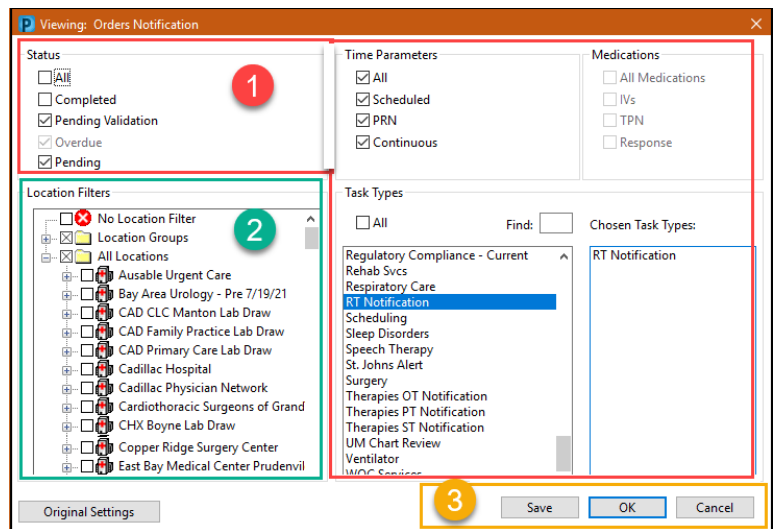
Use the following examples of preset filters for each MPTL tab ('Location Filters' area is dithered as it is the next step to be set up):

a) Orders Notification.

b) Scheduled.

c) PRN.

d) Pulmonary Procedures.

e) Non-Invasive Cardiology.

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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.
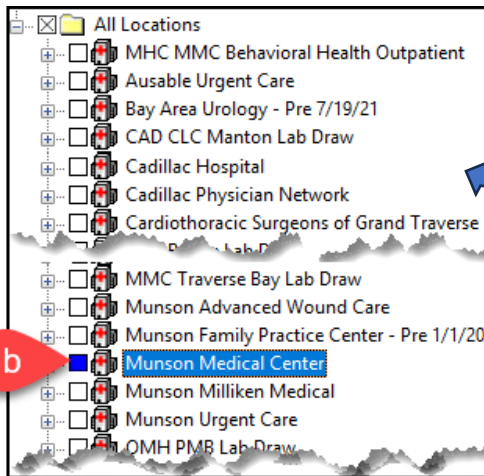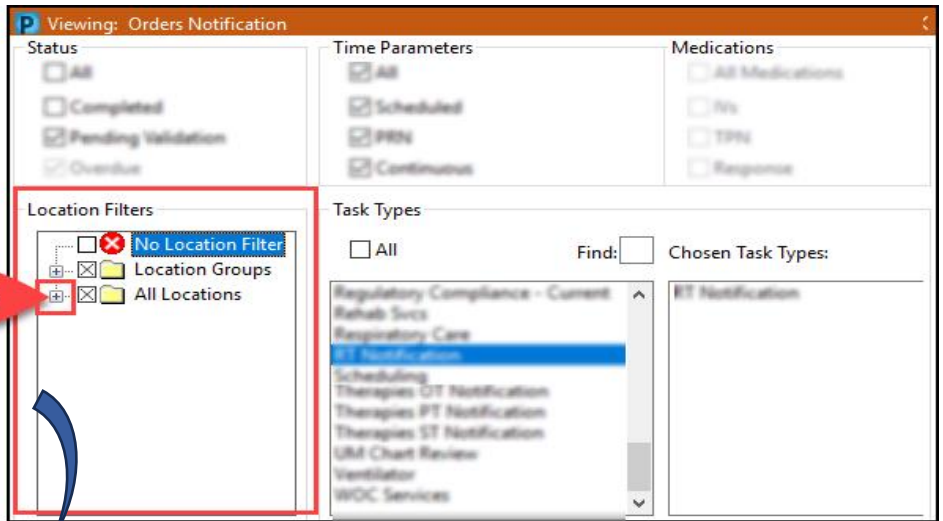
Note: Checking the main box in front of a facility will display tasks for all patients within that facility.
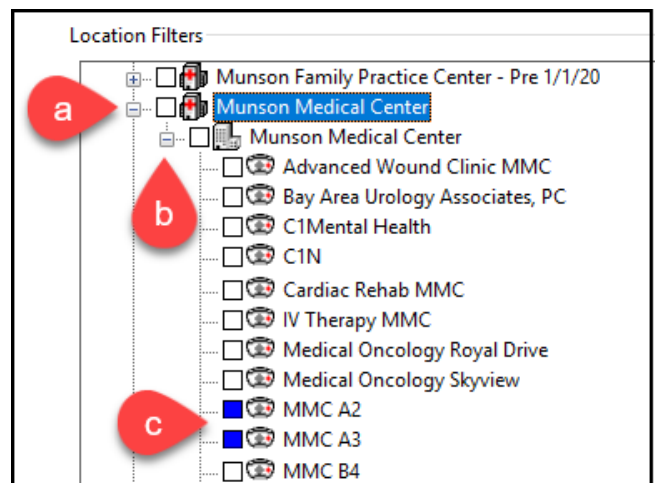
Selecting specific units will display the tasks for the patients only from selected units.

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.