

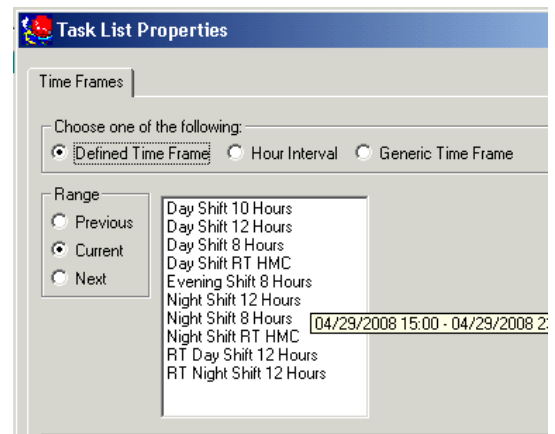
Task List Preferences

The Task List is used to chart nursing tasks. It contains the same information as the PAL organizer. The task list is USER specific, not patient specific, so each nurse can customize the task list views to fit their clinical needs.

Select the Task List Time Frame

1. Select the **Task list tab**
2. Select **Options** from the menu bar
3. Select **Task List Properties**
4. Select **Defined Time Frame, Current**, and choose your **shift**
5. Click **OK**

Note: This will set the time frame for both the Scheduled and PRN task list tabs



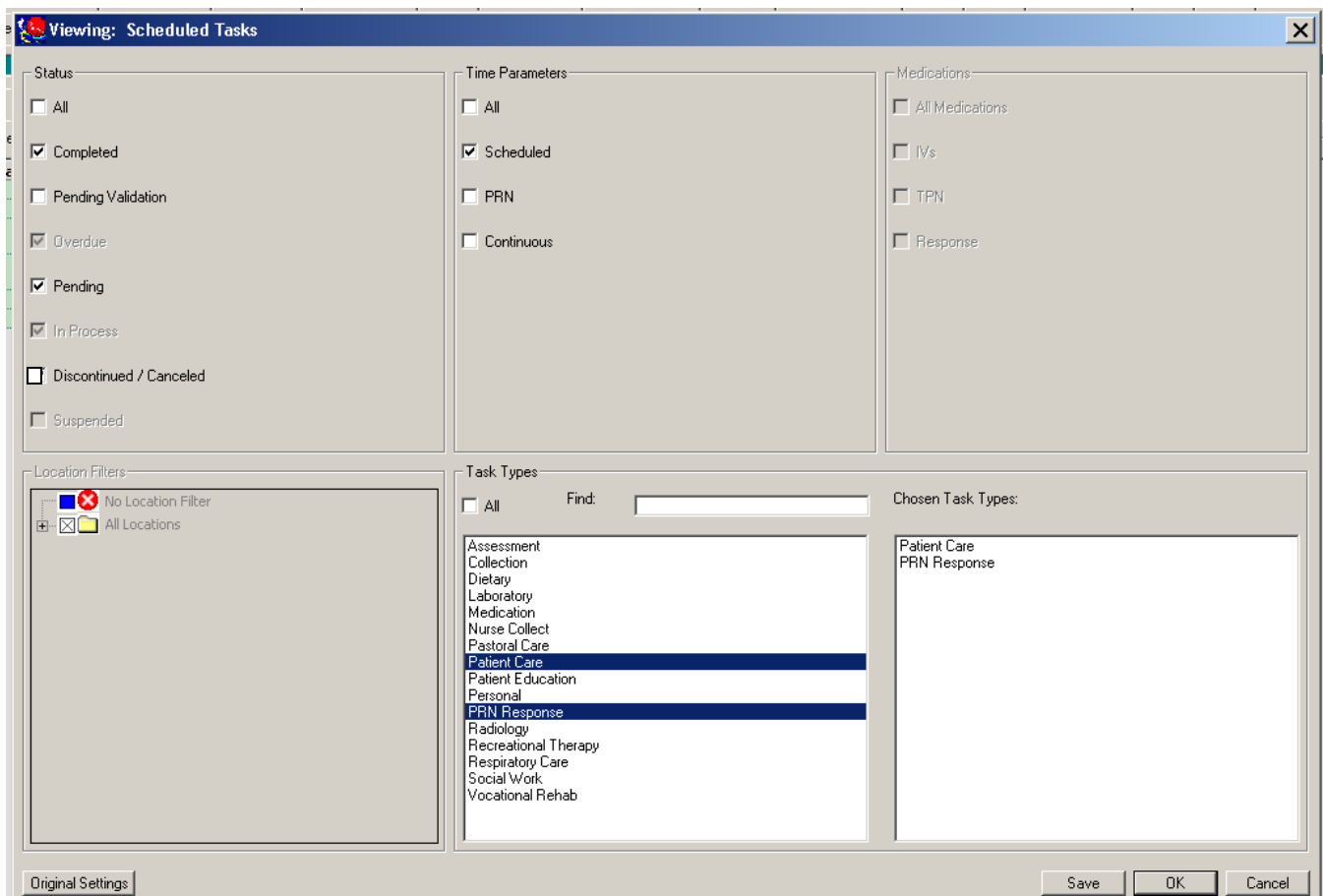
Customize Scheduled Task tab

1. Select the **Scheduled tab**
2. Select **Options** from the menu bar
3. Select **Task Display**
4. Status: check **Completed** and **Pending** box
5. Time Parameters: Check **Scheduled** box only
6. Task type – Highlight **Patient Care** and **PRN Response** to add them to the Chosen Task Types window
7. Click **Save**
8. Click **OK**

Note: Some choices are grayed out and cannot be changed; Ex Overdue status

Customize the PRN task tab

1. Select the **PRN tab**
2. Select **Options** from the menu bar
3. Select **Task Display**
4. Status: check **Completed** and **Pending** boxes
5. Time Parameters: Check **PRN** box only
6. Task type – Highlight **Patient Care** and **PRN Response** to add them to the Chosen Task Types window
7. Click **Save**
8. Click **OK**



The screenshot shows the 'Viewing: Scheduled Tasks' dialog box with the following configuration:

- 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:**
 - No Location Filter
 - All Locations
- Task Types:**
 - All
 - Find:
 - Assessment
 - Collection
 - Dietary
 - Laboratory
 - Medication
 - Nurse Collect
 - Pastoral Care
 - Patient Care**
 - Patient Education
 - Personal
 - PRN Response**
 - Radiology
 - Recreational Therapy
 - Respiratory Care
 - Social Work
 - Vocational Rehab
- Chosen Task Types:**
 - Patient Care
 - PRN Response

Buttons at the bottom: Original Settings, Save, OK, Cancel.