## **Changing the Default Settings on Flowsheets**

For maximum performance default settings should be set to display a time frame and NOT a document count. Using a document count will delay the load time significantly.

## To Change the Default Settings

Opti	ions Help
	Change Sea
	Set to 1. Click Options from the top toolbar
	<u>G</u> raph
	See <u>k</u> er
	<u>B</u> ookmark
~	Normalize View
	Maximize View
~	Sho <u>w</u> Navigator
	Automatic Refresh
	Properties
	Result Legend 2. Click Properties

## To Set a Specific Clinical Range

P Flowsheet Properties	1. Click Defaults	
Settings Display Defaults		
2. Click Clinical range aults must be saved and	the application restarted f	t the desired look back (e.g. 6 months)
Cault Retrieval Type	Default Range Offset	
Olinical range	Forward 1	Units Days 🔽
O Posting range	Back 6	Minutes
O Result count	- Default Bogult Coupt	Days
C Manune and Ma		Weeks
This filter adjusts the increments that the	Results 200	Years Years
arrows on the toolbar will look back.	Number of Hours Previous	to the Admit Date: 0
Filter by source of ter	Re-apply defaults for	each new chart.
Adjustment Increment	or 50 Results	4. Click Save.
		Save OK Cancel
NOTE: Don't set the <b>Forward (</b> time on the flowsheet unless ye	Default Range Offset) to zer ou close the chart and re-ent	<b>o</b> because it will maintain a static ter it. <u>Leave it on 1</u> .

P Flowsheet Properties	×						
Settings Display Defaults							
These defaults must be saved and the app Default Retrieval Type	lication restarted for them to take effect. Default Range Offsets						
Olinical range	Forward 1 Units Months						
O Posting ran Save Confirmation	X						
O Result cour							
O New result: 2 Are you sure you want to save the current property settings?							
O Admission c							
Filter by sele							
Adjustment Increments							
1 Days 💌 or	50 Resul <b>5. Click fes.</b>						
	6. Click OK.						
	Save OK Cancel						

You must close the patient's chart and reopen it to see the changes.

**NOTE:** Be sure to click the **Exit** button when you close PowerChart **NOT** the red **X** in the upper right corner to make sure your changes are saved.

Pathology	Radiology	Microbiology Viewer	Diagnostic Reports	Vital Signs	All Other Results								
Flowsheet:	PATHOLOGY		V Level: PA1	THOLOGY		*	💽 Table	⊖Group ⊖Lis	st				
••	> 19 December 2010 18:53 - 19 December 2014 18:53 (Clinical Range)											K	
	P Flowsheet Properties						×						
	$\backslash$	Setting	s Display Def	aults			D	efault Ran	nge Offsets				
		These of Contract	These defaults must be saved and the application restarted for them				n to ta control the date range.						
		O Clir	nical range sting range		Forward Back	1		s Days Minutes	~				
		Ret	sult count		-Default R	esult Count –		Hours Days Weeks	]				
		6A O	mission date to curr	ent date	Number of I	200 Hours Previou	Year: s to the Ad	Years					
		- Filte Adjus	r by selected encou tment Increments –	nter	Re-app	bly defaults fo	r each new	chart.					
		1 Days Adjustment Increments control the range for the arrows.											
		Save OK Cancel											

The Default Range Offsets allow you to look back several years for Flowsheets. For Clinical Notes the options will only allow you to look back 2 years (730 days).