Managing Flowsheets

Viewing Results

Click the **Table**, **Group** or **List** button to change the view of the current results.

Table view lists results vertically and result dates horizontally.

Group view lists results horizontally and result dates vertically.

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List View displays results listed vertically, sorted by date. This view also includes the reference range.

To set up a default view, select the preferred view, then click **Options**, then **Properties**.

In the Flowsheet Properties window, click **Save**, then **OK**.

Managing Defaults

Adjust Default for the Date Range Search

| ◀ ▶ | 23 October 2014 12:55 - 29 October 2014 12:55 (Posting Range) | ◀ ▶ |

Click the ◀▶ on the *left* to change the **Start Date**; click the ◀▶ on the *right* to change the **End Date** for the current results.

To set up default values for the Arrow ◀▶ buttons:

1. Click **Options** from the toolbar.
2. Click **Properties**.
3. Click the **Defaults** tab.
4. Highlight and replace the **Forward/Back** values as needed.

   This setting adjusts the Forward and Back arrow to extend the results posted range by the increment selected. This example illustrates how the forward arrow adjusts 1 day forward when clicked and the back arrow adjusts 5 days back when clicked.
5. Select the **Units** from the dropdown list.
6. **Re-apply defaults for each new chart** means that these defaults only apply to the current opened chart. To set these defaults for all charts you open, leave the field unselected.
7. Click **Save,** then **OK.**
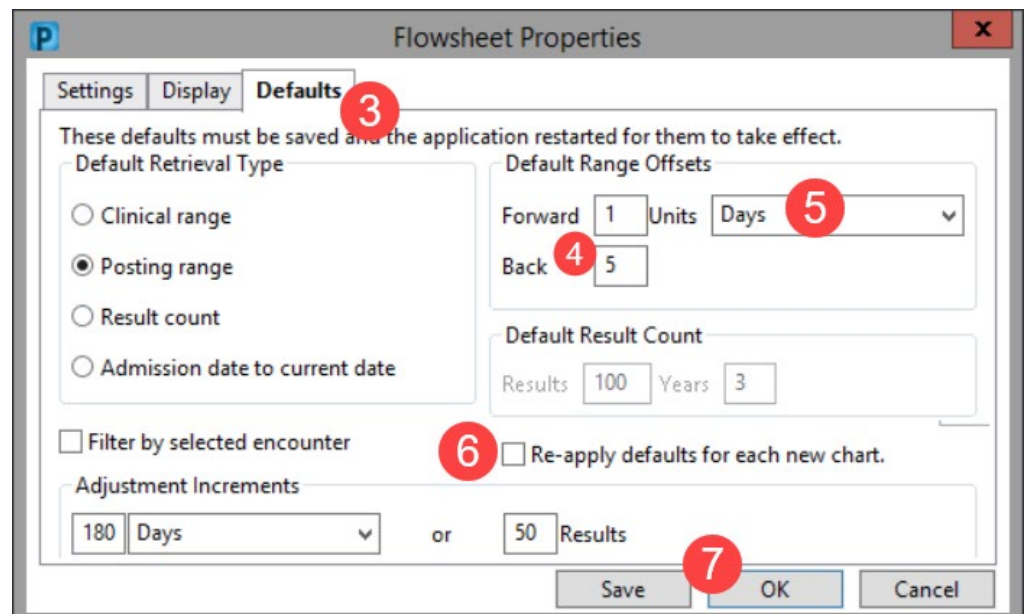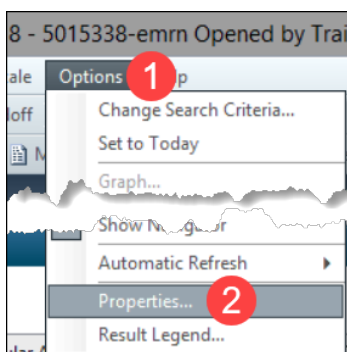
Adjusting Default for Results Displayed

1. Click **Options**, then **Properties** in the toolbar.
2. Click the **Defaults** tab.
3. Select the results to display:
   - **Clinical range** refers to the collection date and time. When Clinical Range is set, then you can adjust the Adjustment Increment (default = 7 Days) for results.
   - **Posting range** refers to the date and time that the result was entered into the EMR.
   - **Result count** specifies a number of results that you set up in the Default Result Count section of the window. Note that this can be slow to load – if used, start at 100 results and 3 years. When Result Count is set, you can adjust the Adjustment Increment (default = 50) for results.
   - **Filter by selected encounter** displays the results for the encounter or account number displayed on the banner bar.
4. Click Save to make these settings your default and then click **OK**.
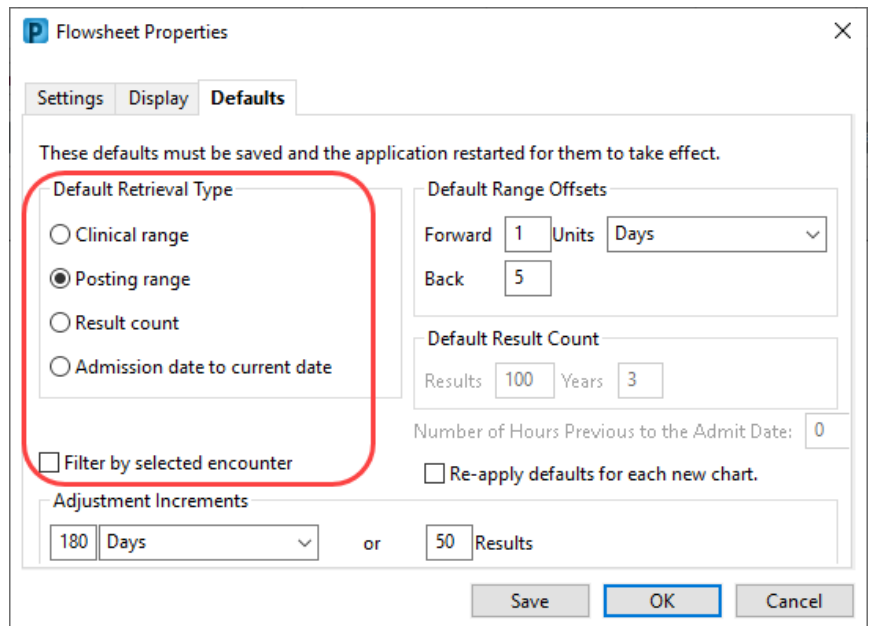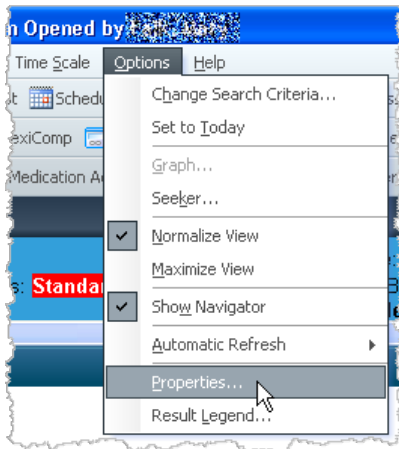
Adjusting Font Size

1. Click **Options** on the toolbar, then select **Properties.**

2. Use the Settings tab to change the font size in flowsheets.

3. Click **Save**.

4. Click **OK**.

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