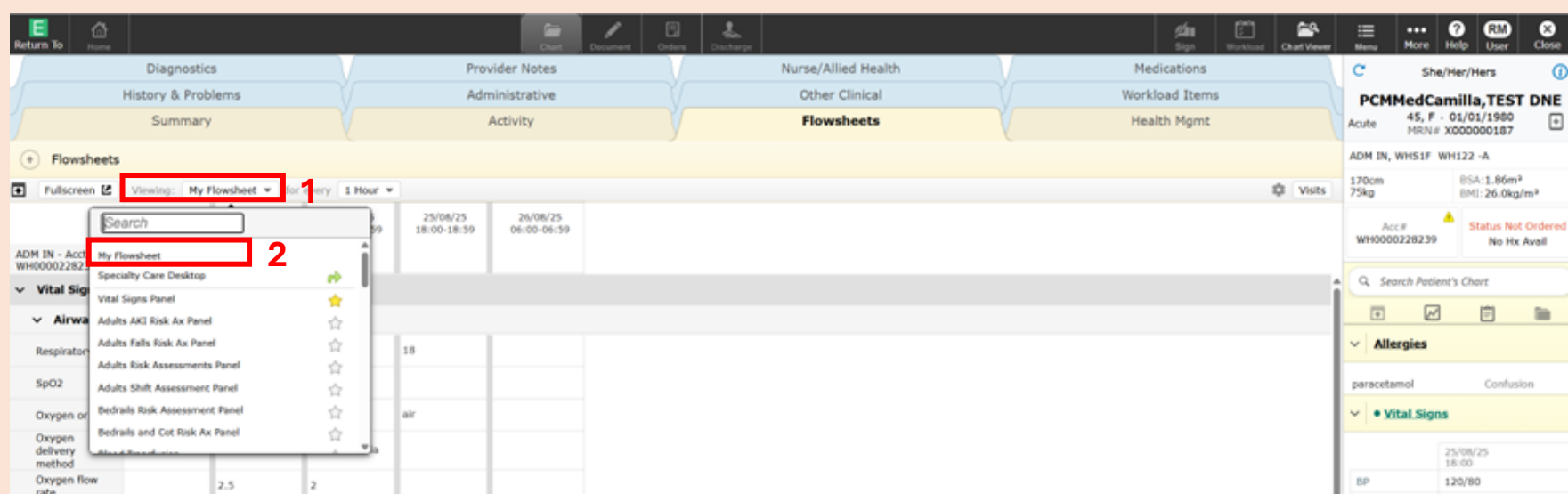# How to set up My Flowsheet

What is 'My Flowsheet'?

- Viewing the Flowsheets Tab in the chart, patient data is combined into a single time-oriented flowsheet. The clinical panels within the Flowsheets tab house different groups of information. Users can also create a personalized flowsheet called 'My Flowsheet' to view specific pieces of EMR data according to their personal preference.
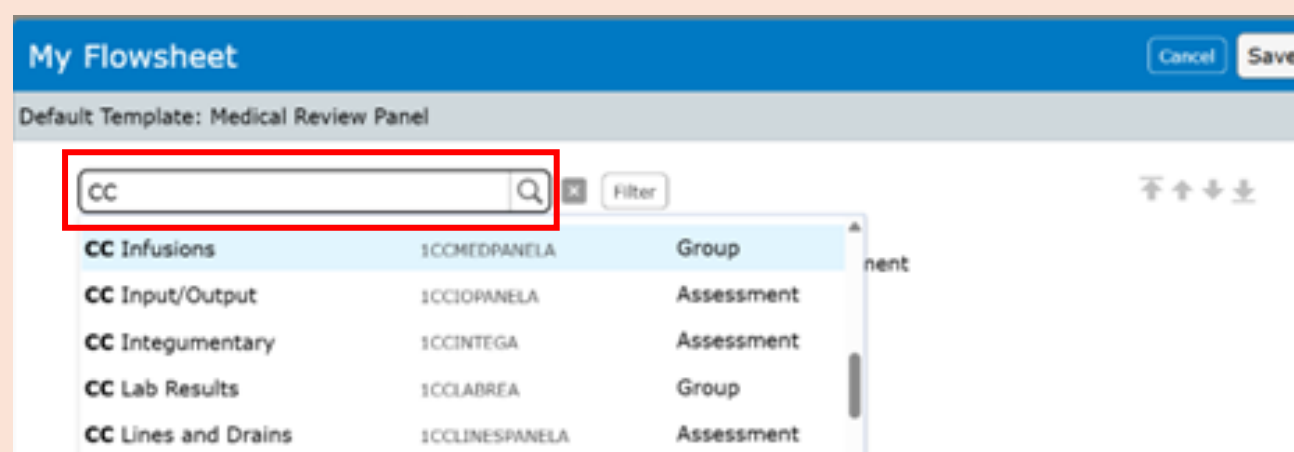
1. Open My Flowsheet

- Once you select the Viewing: drop-down arrow **1**, My Flowsheet is found at the top of the drop-down list in the Flowsheets Tab of the chart. Select My Flowsheet **2** to see the items already added to your personalized flowsheet. The default view is the Medical Review panel.
  Clinical Home screen > Chart > Flowsheets Tab > Viewing: drop-down list
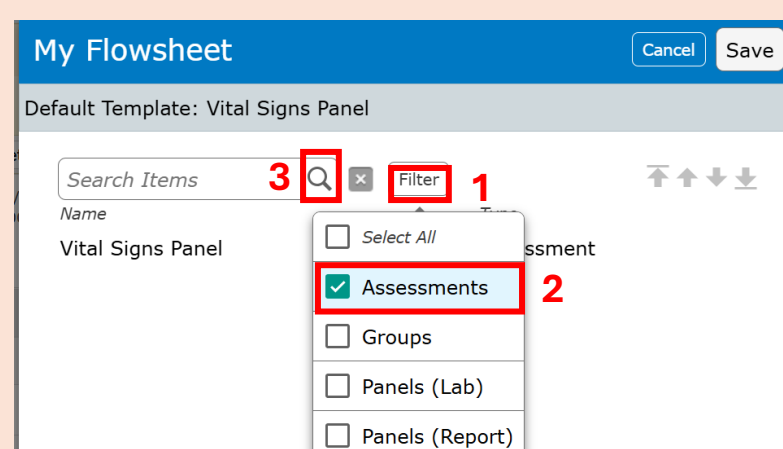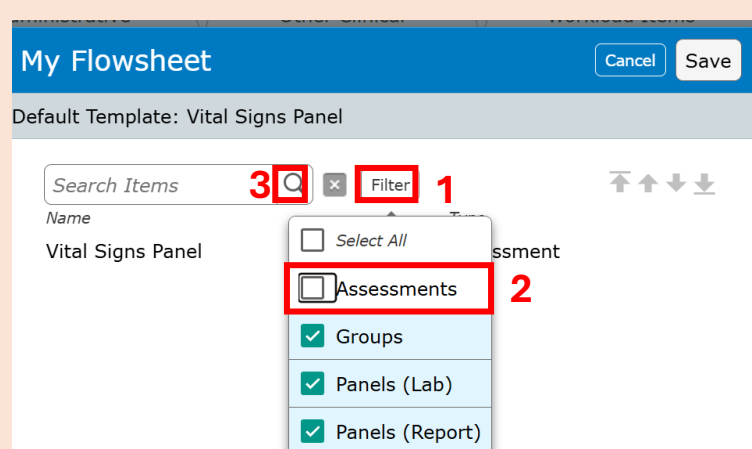

2. My Flowsheet overlay – add items

- The My Flowsheet overlay now displays. Here you can add an assessment or clinical panel group entry using the type-ahead Search field at the top of the overlay.
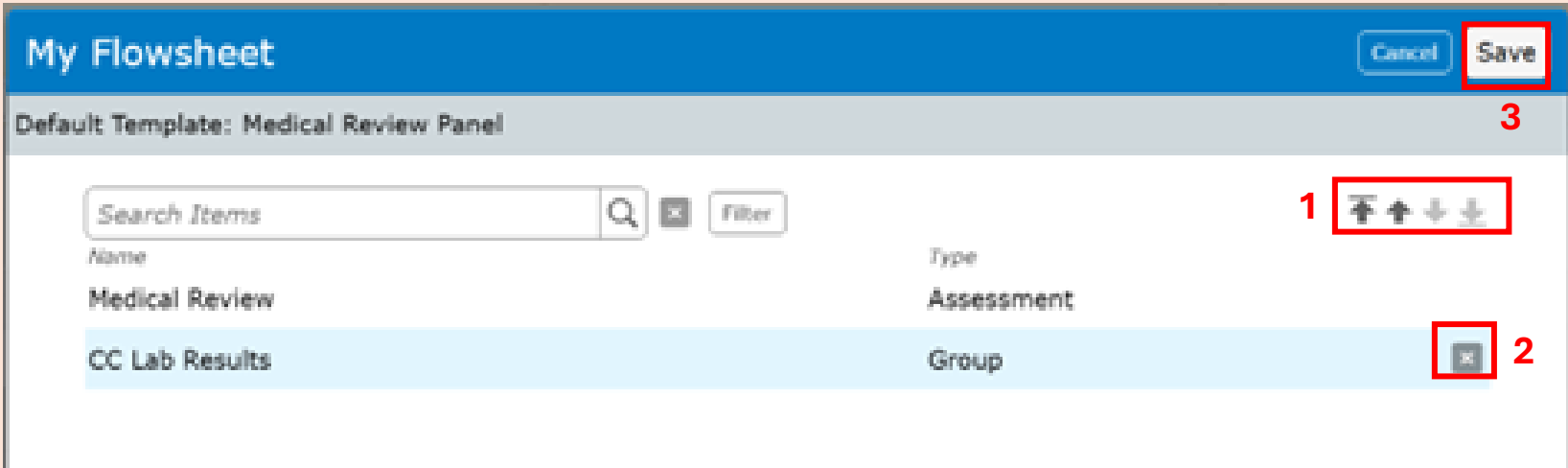

- **Tip:** CC Lab Results will allow you to view your patient's blood results from within My Flowsheet.
- You can also review the list of available assessments and clinical panels and select from the list.
- To add a clinical panel group/flowsheet, click on 'Filter' **1** and deselect 'Assessments' **2** – this reduces the displayed items and makes it easier to review. Click on the magnifying glass **3** to display the list.
- To add an assessment (one of the components of a panel) on its own, click on 'Filter' **1** and select 'Assessments' **2** only. Click on the magnifying glass **3** to display the list.

How to set up My Flowsheet

3. Optimising your My Flowsheet layout

- Once an item is added, move the item up or down in the list using the up and down arrows **1**, depending on where you would like it displayed in the chart. Using the **x** on the right side of the item **2**, remove the item from the list. *Note* : The item can be added again later.
- Once you have finished adding or removing items, save your changes. Select the Save button **3**.

Order optimised:

My Flowsheet displays with the sections in desired order: