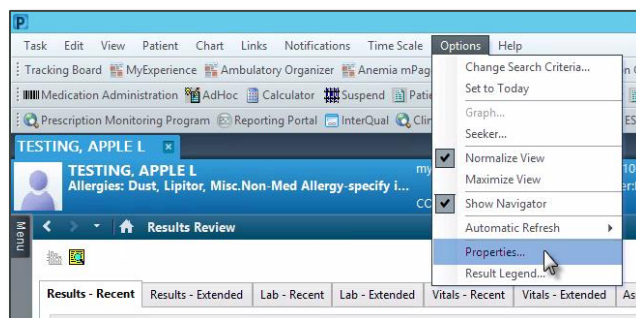**Timeline default views can be set in Results Review. These can be made for one patient or applied to every chart.**
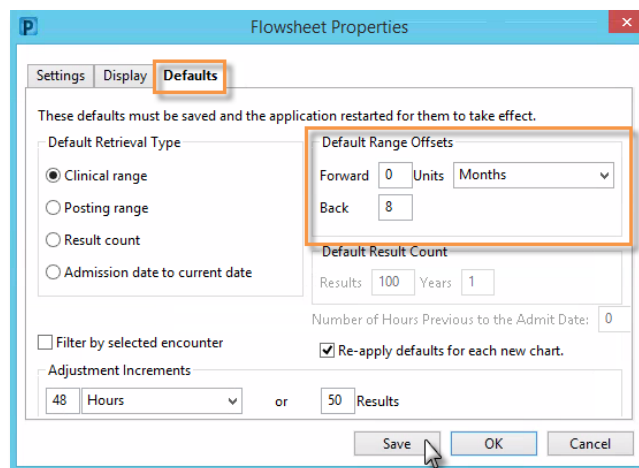
➢ **Start in the Results Review section of the chart.**

- Select the Options menu at the top of the window.

- Select Properties.

➢ **The Flowsheet Properties window opens.**

- Choose the Defaults tab.

- Enter the desired Clinical Range in the Offsets on the right.

- Be sure the option for "Re-apply defaults for each new chart" is checked to keep this default on all patients.

- Click Save before clicking OK.

NOTE: You will need to close the chart and reopen to see your changes. Remember to use the Recent button to open one of your last 5 open charts quickly.