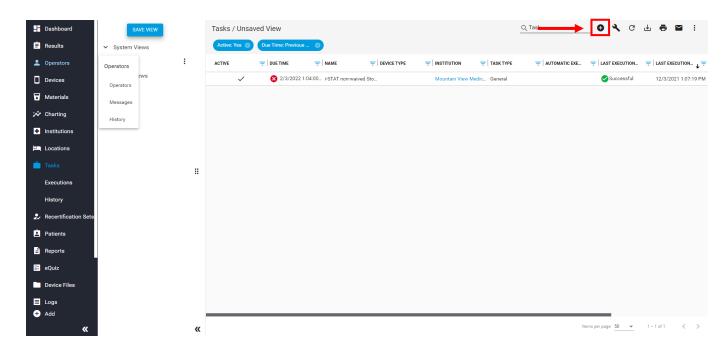




RALS can generate Levey-Jennings Charts automatically using tasks:

1. Within the Tasks menu, click the Add button:





2. Complete the fields in the **General** section:



- a. Enter the task Name
- b. Select Levey-Jennings as the Task Type
- c. Choose the **Device Type** you would like to generate charts for
- d. Choose the **Institution** (Levey-Jennings records are only generated for results from devices which are assigned to locations within the institution selected for a task.)

3. Click **NEXT**



4. Complete the **Criteria Section**, making the following selections as preferred:

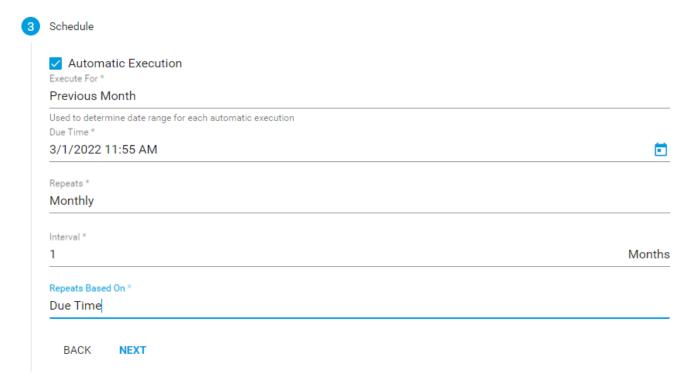
2	Criteria
	 □ Chart Each Device Separately ✓ Include Deactivated Devices □ Chart Each Material Kit Separately ✓ Include Deactivated Materials □ Chart Only Specified Parameters
	BACK NEXT

- a. Check the box for **Chart Each Device Separately** if you prefer to have separate charts for each device or keep it unchecked to include all devices on a single chart
- b. Check the box next to **Include Deactivated Devices** to include results associated with deactivated devices
- c. Check the box next to **Chart Each Material Kit Separately** to chart each unique material kit separately
- d. Check the box next to **Include Deactivated Materials** to include results associated with deactivated materials
- e. Check the box next to **Chart Only Specified Parameters** allows you to chart only specified parameters

5. Click **NEXT**



6. Setup the schedule:



- a. Check the box next to **Automatic Execution** to have RALS automatically execute the task
- b. Choose the **Date Range** to use for the automatic execution in the **Execute** For field
- c. Enter the Due Time
- d. Choose the **Repeat** frequency
- e. Select the Interval
- f. For the **Repeats Based On** selection, select either **Due Time or Completion Time** (RALS will use the time of execution for determining the next Due Time regardless of whether the Levey-Jennings task is set to repeat based on the **Due Time** or **Completion Time**)
- 7. Click on **NEXT**





8. Enter Notes in to the notes field, then click Save

The new **Task** will execute based on the defined schedule and generate **Levey-Jennings** charts automatically. The charts will be available for review within the **Levey-Jennings** section of the **Charts** menu.