To Find recently created LJ charts:

1. From the **Levey-Jennings Page** (located under **Charting**), click 🔧 Configure, in the top, right corner or the screen.

2. Click ➕ **Add** in the top left of the column that opens up, to add a column.

   Add a **Generated Time** column.
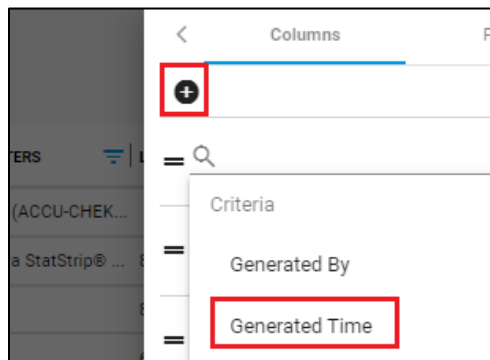
3. Click on the **Filters** Tab, at the top of the column.
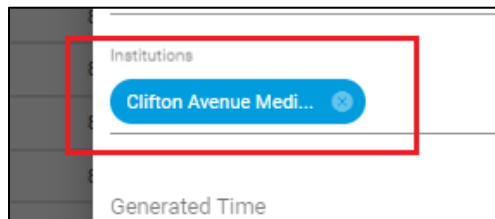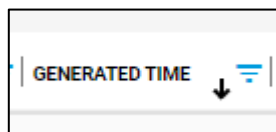
   • Filter for **Reviewed**, No

- Filter for your **Institution**

4. Click **APPLY.**

5. Click on the column title at the top of the **Generated Time** column twice, so that the arrow points down and the most recent charts are on top.

6. The most recent LJ charts will now populate the screen for review.

7. Click [SAVE VIEW], in the top, right of the screen to save the view to your **My Views** section.