

System Timeline



Course Overview

The System Timeline displays all date- and time-based entries for all patients in CorrecTek Spark. The Timeline allows users to quickly locate events, updates, and documentation for all patients in one centralized location.

This guide explains how to access the Timeline, select categories, and review entries.

Use This Guide When

- Reviewing facility activity in chronological order
- Filtering entries by category or date

What You'll Be Able to Do

- Access the System Timeline
- Select and filter Timeline categories
- Review and filter entries by date range

System Timeline



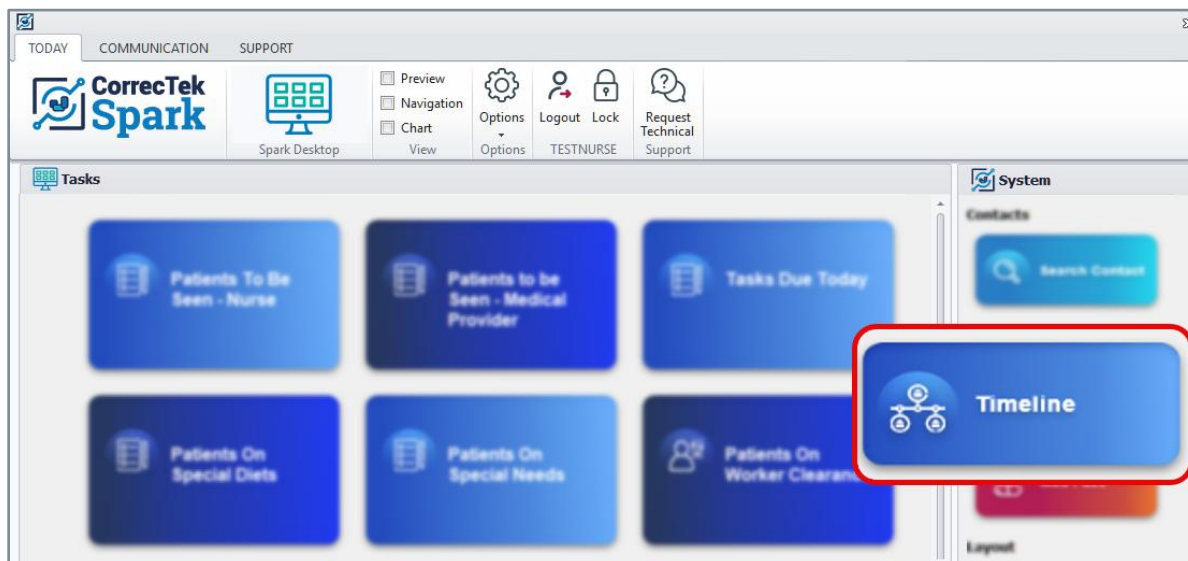
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System Timeline

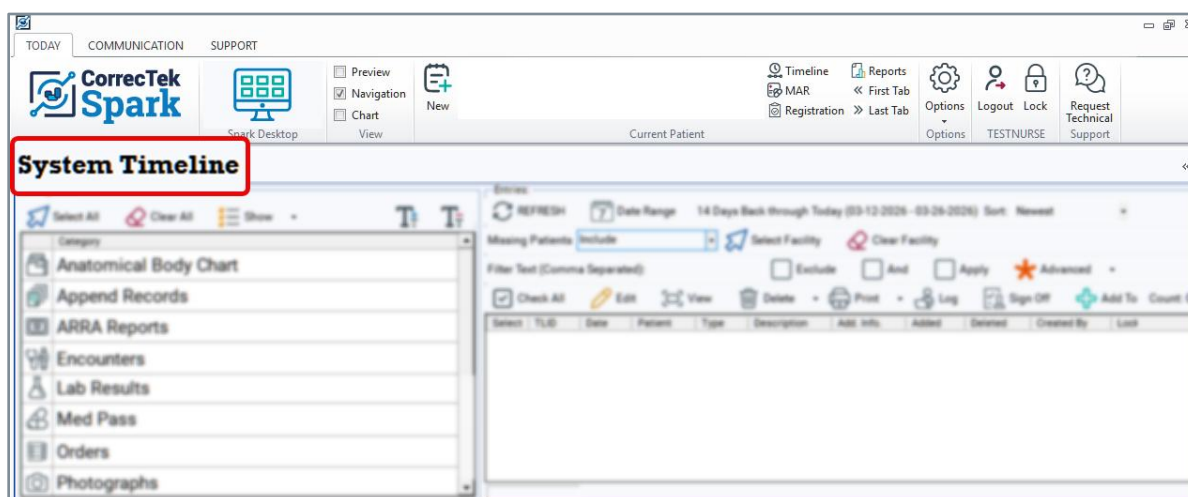
Spark Desktop

From the Spark Desktop, click **Timeline**.



System Timeline

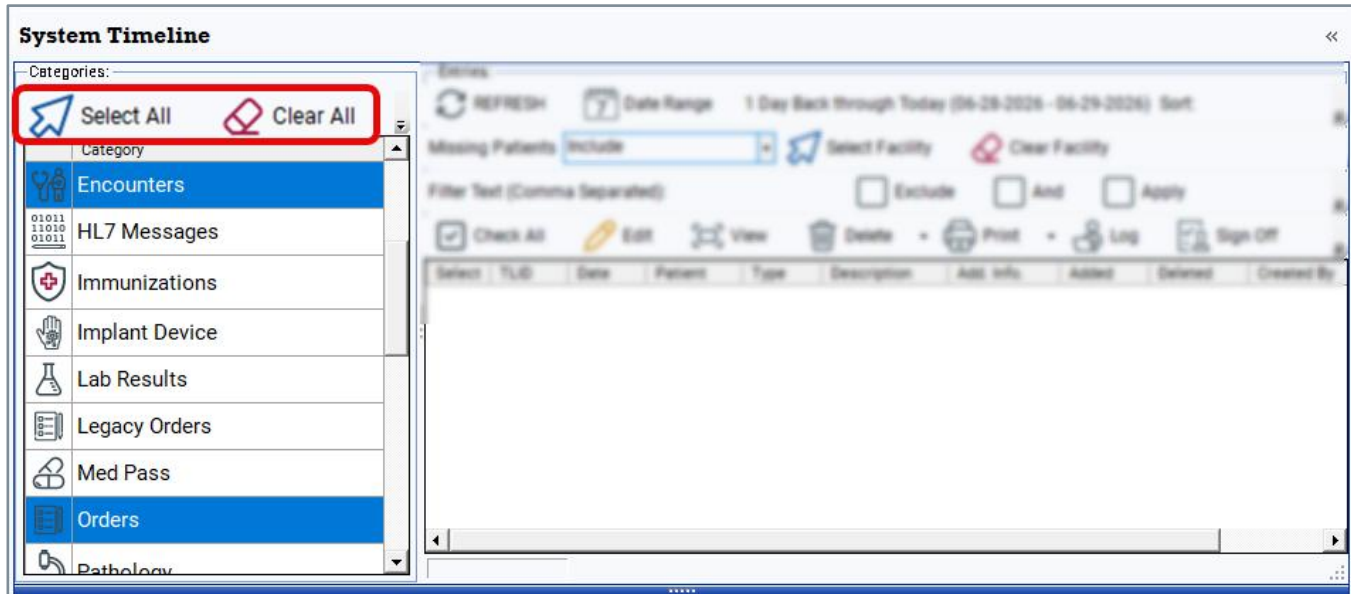
The System Timeline will open.



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Categories

Click individual categories or **Select All** to display entries for all contacts within the facility.

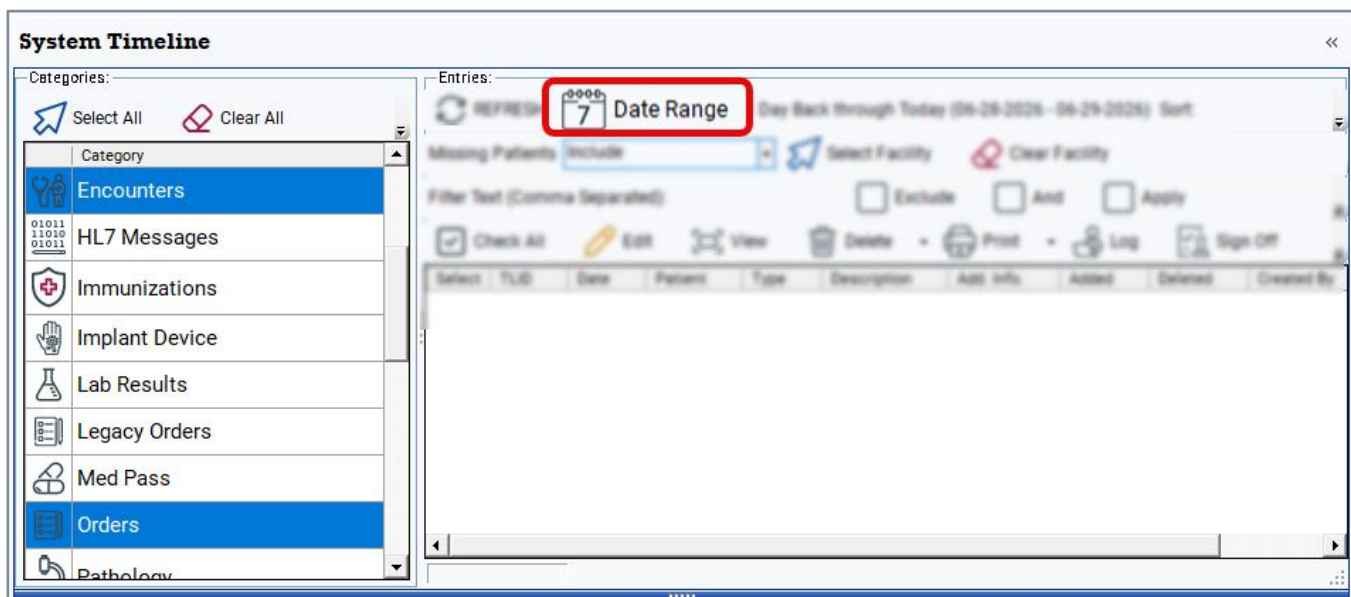


Tip: Use **Clear All** to quickly deselect all items.

For more information, see the [Categories](#) reference.

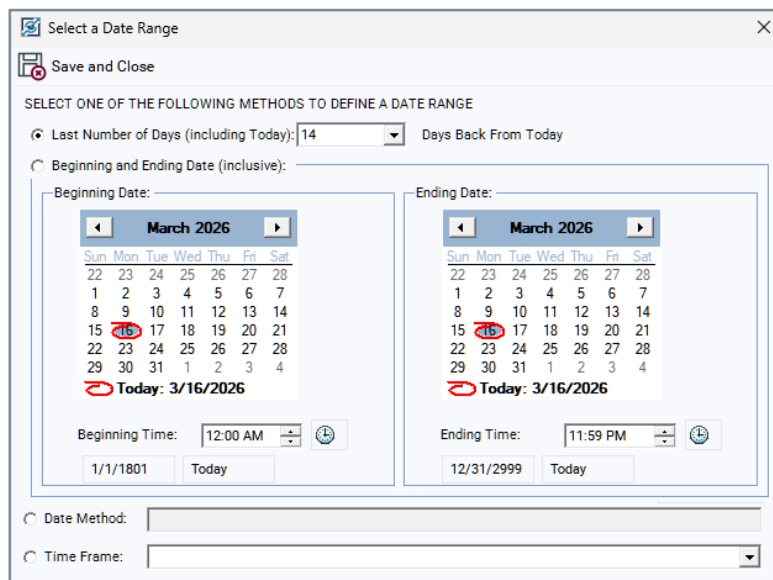
Date Range

Click **Date Range**.



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The **Select Date Range** dialog box will open.



The dialog box titled "Select a Date Range" contains a "Save and Close" button at the top left. Below it, the instruction "SELECT ONE OF THE FOLLOWING METHODS TO DEFINE A DATE RANGE" is followed by three radio button options. The first option, "Last Number of Days (including Today):", is selected and has a value of "14" in a dropdown menu, with the text "Days Back From Today" to its right. The second option, "Beginning and Ending Date (inclusive):", is unselected and has two calendar fields for "Beginning Date" and "Ending Date", both showing "March 2026" with the 16th highlighted. Below these calendars are "Beginning Time" (12:00 AM) and "Ending Time" (11:59 PM) fields, each with a clock icon. At the bottom, there are "Date Method" and "Time Frame" dropdown menus.

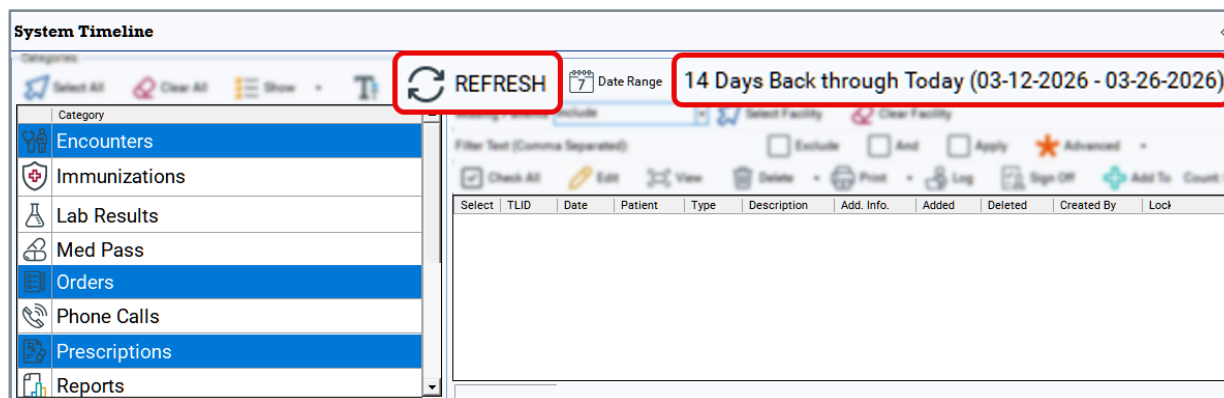
Select one of the following options:

- **Last Number of Days (including today)** – Select the number of days to include.
- **Beginning and Ending Date (inclusive)** – Set the date and time range using the calendar fields.
- **Date Method** – Click Choose to open the Specify Date Computation Method window and set the dates.
- **Time Frame** – Select a time frame such as last year, year to date, or this week.

Click **Save and Close**.

The selected date range appears next to the **Date Range** button.

Click **Refresh** to display entries.



The "System Timeline" interface shows a left sidebar with a list of categories: Encounters, Immunizations, Lab Results, Med Pass, Orders, Phone Calls, Prescriptions, and Reports. The main area has a toolbar with a "REFRESH" button (circular arrow icon) and a "Date Range" button. To the right of the "Date Range" button, the text "14 Days Back through Today (03-12-2026 - 03-26-2026)" is displayed. Below the toolbar is a table with columns: Select, TLID, Date, Patient, Type, Description, Add. Info., Added, Deleted, Created By, and Lock. The table is currently empty.

For more information, see the [Select All](#) – Select all displayed categories.

System Timeline

Clear All – Clear all selected categories.

Show – Select which categories display, show or hide icons, and manage favorites.

T+ – Increase the text size of category names.

T- – Decrease the text size of category names.

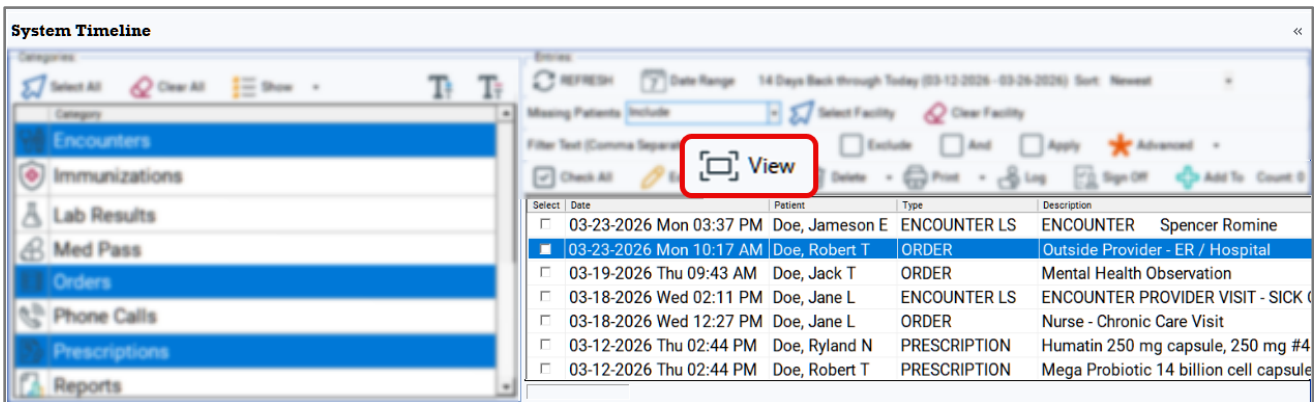
Retain Selected Categories – Save selected categories for future use.

Return to [Categories](#) section.

Entries reference.

View Timeline Entries

Select an entry, then click **View**.



System Timeline

Categories: Select All Clear All Show T+ T-

Entries: REFRESH Date Range 14 Days Back Through Today (03-12-2026 - 03-26-2026) Sort: Newest

Missing Patients: Include Select Facility Clear Facility

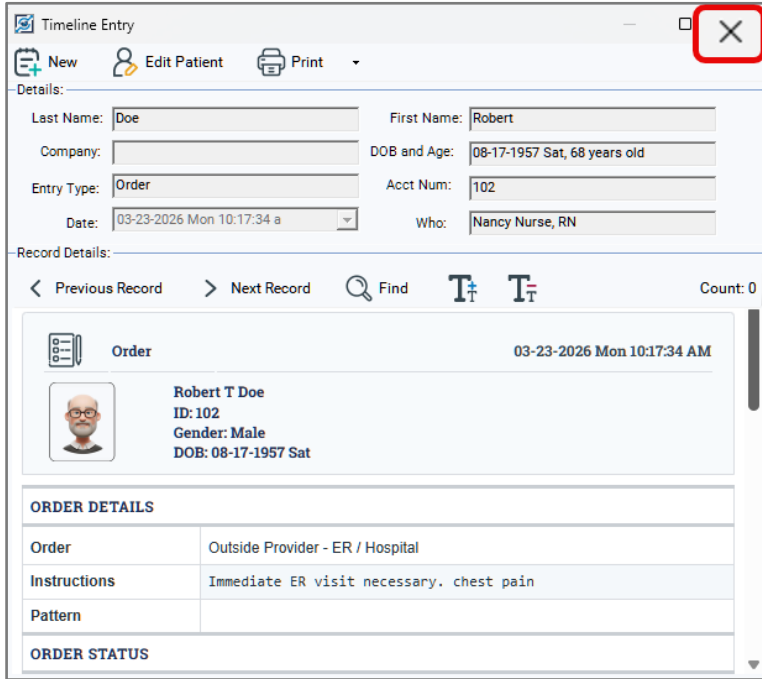
Filter Test (Comma Separated) [] Exclude [] And [] Apply Advanced

Check All [] View [] Delete [] Print [] Log [] Sign Off [] Add To Count 0

Select	Date	Patient	Type	Description
☐	03-23-2026 Mon 03:37 PM	Doe, Jameson E	ENCOUNTER LS	ENCOUNTER Spencer Romine
☒	03-23-2026 Mon 10:17 AM	Doe, Robert T	ORDER	Outside Provider - ER / Hospital
☐	03-19-2026 Thu 09:43 AM	Doe, Jack T	ORDER	Mental Health Observation
☐	03-18-2026 Wed 02:11 PM	Doe, Jane L	ENCOUNTER LS	ENCOUNTER PROVIDER VISIT - SICK
☐	03-18-2026 Wed 12:27 PM	Doe, Jane L	ORDER	Nurse - Chronic Care Visit
☐	03-12-2026 Thu 02:44 PM	Doe, Ryland N	PRESCRIPTION	Humatin 250 mg capsule, 250 mg #4
☐	03-12-2026 Thu 02:44 PM	Doe, Robert T	PRESCRIPTION	Mega Probiotic 14 billion cell capsule

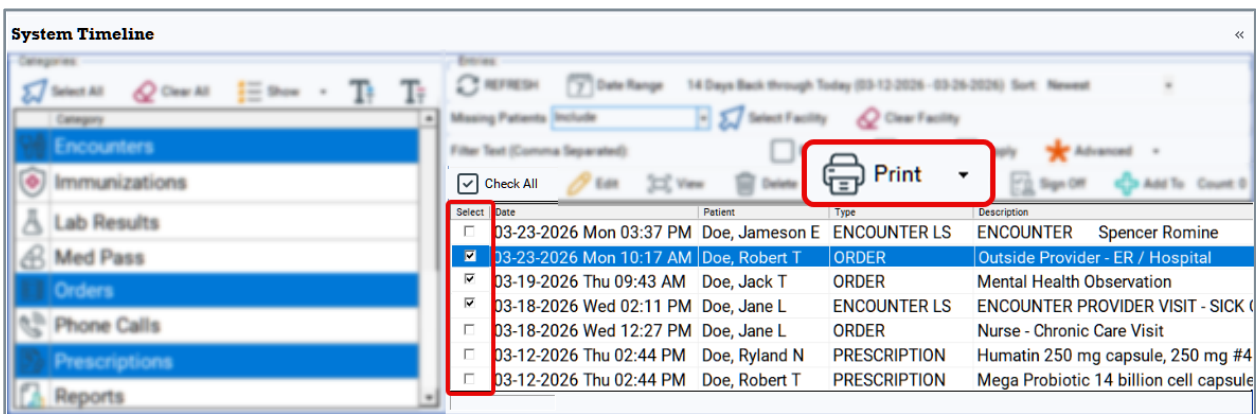
A separate window opens. Click **X** to close it.

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Print Timeline Entries

Select one or more entries, then click **Print**.



Select	Date	Patient	Type	Description
☐	03-23-2026 Mon 03:37 PM	Doe, Jameson E	ENCOUNTER LS	ENCOUNTER Spencer Romine
☒	03-23-2026 Mon 10:17 AM	Doe, Robert T	ORDER	Outside Provider - ER / Hospital
☒	03-19-2026 Thu 09:43 AM	Doe, Jack T	ORDER	Mental Health Observation
☒	03-18-2026 Wed 02:11 PM	Doe, Jane L	ENCOUNTER LS	ENCOUNTER PROVIDER VISIT - SICK
☒	03-18-2026 Wed 12:27 PM	Doe, Jane L	ORDER	Nurse - Chronic Care Visit
☐	03-12-2026 Thu 02:44 PM	Doe, Ryland N	PRESCRIPTION	Humatin 250 mg capsule, 250 mg #4
☐	03-12-2026 Thu 02:44 PM	Doe, Robert T	PRESCRIPTION	Mega Probiotic 14 billion cell capsule

Select a print option:

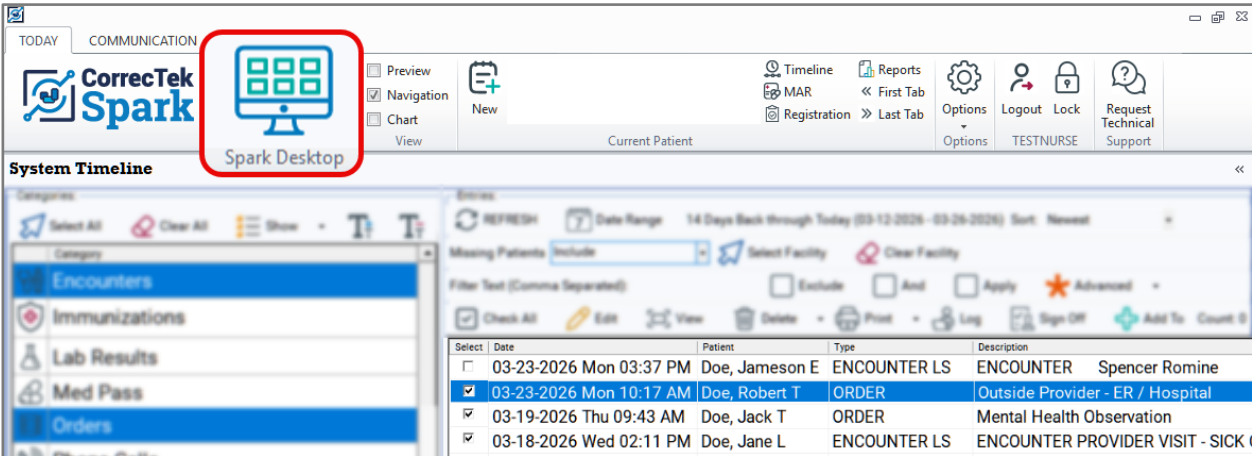
- **Print Checked** – Full records for checked entries.
- **Print All** – Full records for all entries.

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- **Print Grid Only** – Entry list in grid format.
- **Print Checked to PDF** – Full records for checked entries saved to PDF.
- **Print All to PDF** – Full records for all entries saved to PDF.
- **Print Grid Only to PDF** – Entry list in grid format saved to PDF.

Close the System Timeline

To exit the Timeline, click **Spark Desktop**.



The screenshot shows the CorrecTek Spark System Timeline interface. The top navigation bar includes the CorrecTek Spark logo, a 'Spark Desktop' icon (highlighted with a red rectangle), and various utility buttons like 'Preview', 'Navigation', 'Chart', 'View', 'New', 'Timeline', 'Reports', 'Registration', 'Options', 'Logout', 'Lock', and 'Request Technical Support'. The main content area displays a list of patient encounters and orders. The 'Spark Desktop' icon is located in the top left of the main content area, next to the 'CorrecTek Spark' logo.

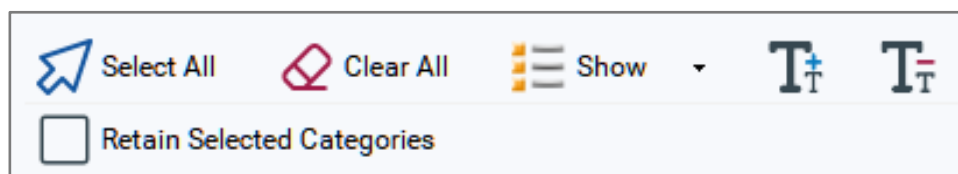
Select	Date	Patient	Type	Description
☐	03-23-2026 Mon 03:37 PM	Doe, Jameson E	ENCOUNTER LS	ENCOUNTER Spencer Romine
☒	03-23-2026 Mon 10:17 AM	Doe, Robert T	ORDER	Outside Provider - ER / Hospital
☒	03-19-2026 Thu 09:43 AM	Doe, Jack T	ORDER	Mental Health Observation
☒	03-18-2026 Wed 02:11 PM	Doe, Jane L	ENCOUNTER LS	ENCOUNTER PROVIDER VISIT - SICK

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References

Categories

The following buttons appear in the Categories column (left to right).



Select All – Select all displayed categories.

Clear All – Clear all selected categories.

Show – Select which categories display, show or hide icons, and manage favorites.

T+ – Increase the text size of category names.

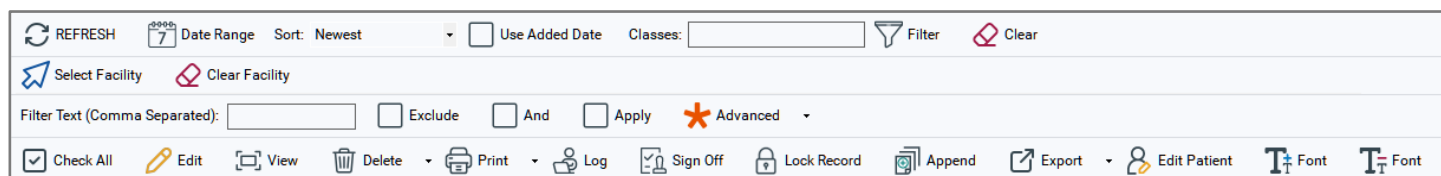
T- – Decrease the text size of category names.

Retain Selected Categories – Save selected categories for future use.

Return to [Categories](#) section.

Entries

The following buttons appear in the Entries column (left to right).



Refresh – Update the Timeline to display current results.

Date Range – Select a date range to limit results.

Sort – Select how results are ordered (newest or oldest).

Use Added Date – Display results by date added.

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Classes – Click **Filter** to open the **Classification Search** window and filter results by one or more classes.

Clear – Clear selected class filters.

Select Facility – Limit results to a facility.

Clear Facility – Remove the selected facility filter.

Filter Text – Enter keywords to filter displayed entries. Use with **Exclude**, **Apply**, and **Clear**:

Exclude – Remove matching entries from the results when filtering.

Apply – Apply the selected filters.

Clear – Remove applied filter. Appears only after selecting **Apply**.

Check All – Select all displayed entries.

Edit – Update the selected entry

View – Open the selected entry for review

Delete – Remove the selected entry.

Print – Print selected entries or export them to PDF.

Log – Review the log for an entry.

Sign Off – Add a signature to the selected entry.

Lock Record – Prevent changes to the selected entry.

Append – Add information to the selected entry.

Export – Export entries to a file.

Edit Patient – Update patient information.

T+ – Increase the text size of Timeline entries.

T- – Decrease the text size of Timeline entries.

Return to the [Date Range](#) section.