

Timeline



Course Overview

The Timeline displays all date and time-based entries for the selected patient in Correctek Spark. Use it to locate and review patient record entries by category or date range.

This guide walks you through how to access the Timeline, select categories, and review entries. For demonstration purposes, the steps begin from Active Patients.

Use This Guide When

- Unable to locate a record entry in the patient chart tabs
- Reviewing entries across categories or dates
- Filtering entries by category or date range

What You'll Be Able to Do

- Access a patient's Timeline
- Select and filter Timeline categories
- Filter entries by date range

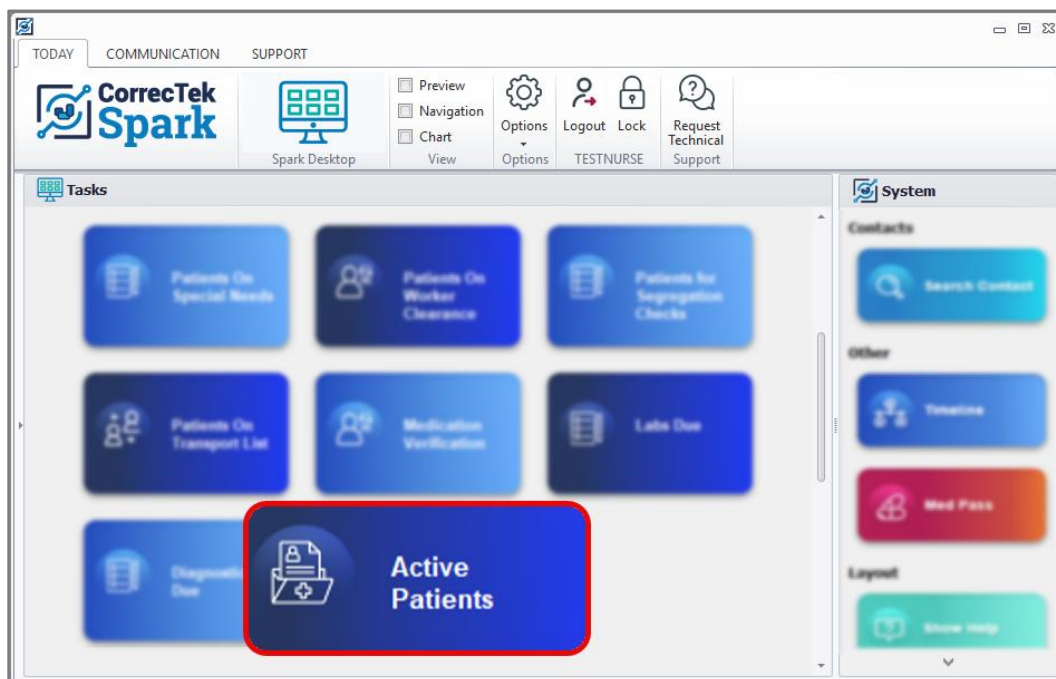
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Timeline

Spark Desktop

From the Spark desktop, click **Active Patients**.

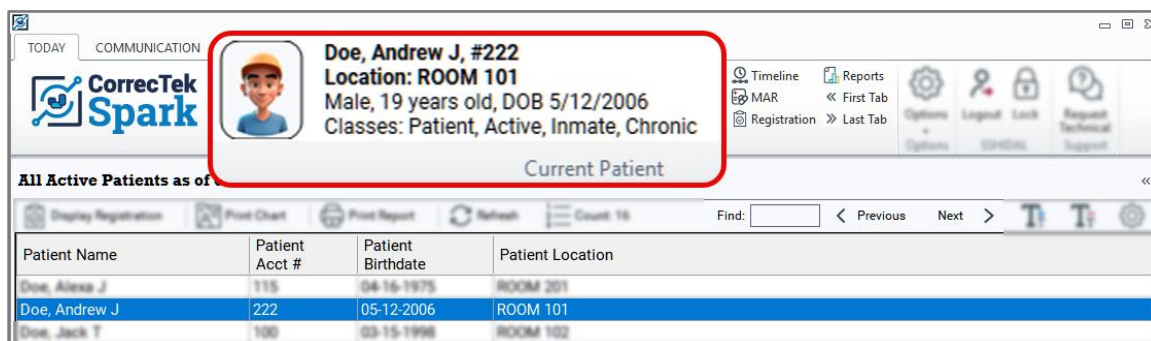


Active Patients

The Active Patients list opens.

Select a **Patient**.

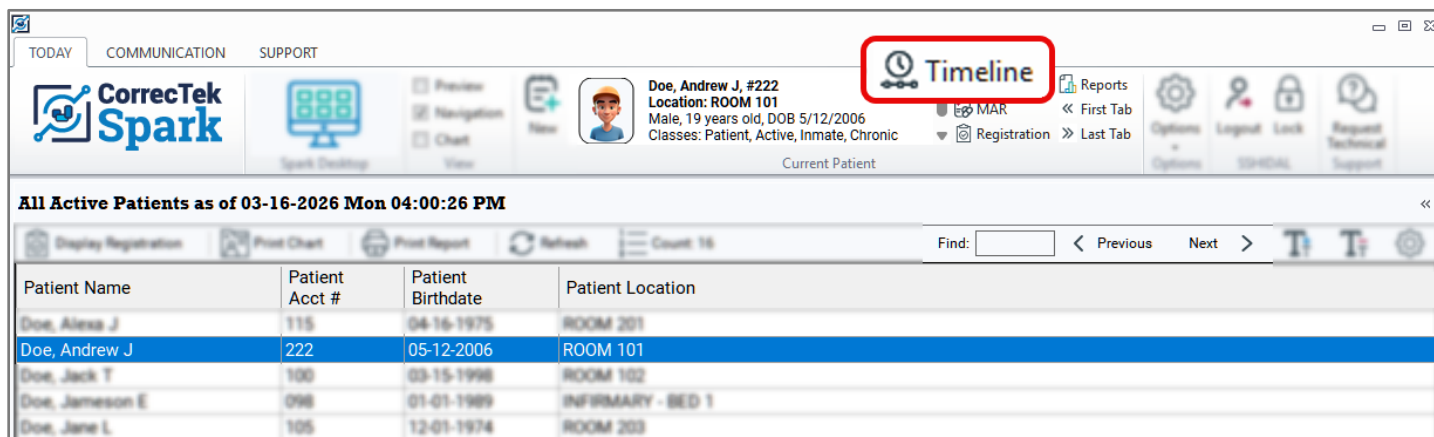
The selected contact displays in the **Current Patient** window.



Tip: Use the **Find** field to quickly locate a patient by name or ID number.

Timeline

Click **Timeline** to open the timeline.

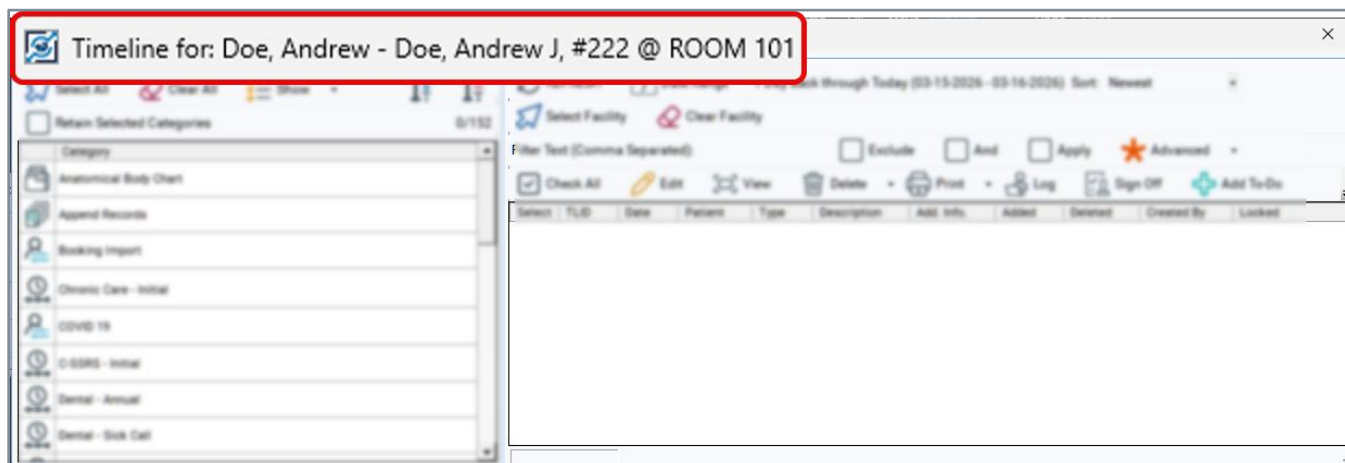


The screenshot shows the CorrecTek Spark interface. In the top toolbar, the **Timeline** button is highlighted with a red box. The interface also displays patient information for Doe, Andrew J, #222, located in ROOM 101. Below the toolbar, a table lists all active patients as of 03-16-2026 Mon 04:00:26 PM.

Patient Name	Patient Acct #	Patient Birthdate	Patient Location
Doe, Alexa J	115	04-16-1975	ROOM 201
Doe, Andrew J	222	05-12-2006	ROOM 101
Doe, Jack T	100	03-15-1998	ROOM 102
Doe, Jameson E	098	01-01-1989	INFIRMARY - BED 1
Doe, Jane L	105	12-01-1974	ROOM 203

Tip: When a patient appears in the **Current Patient** window, you can access their **MAR**, **Timeline**, **Registration** and **Reports** from the toolbar.

Timeline

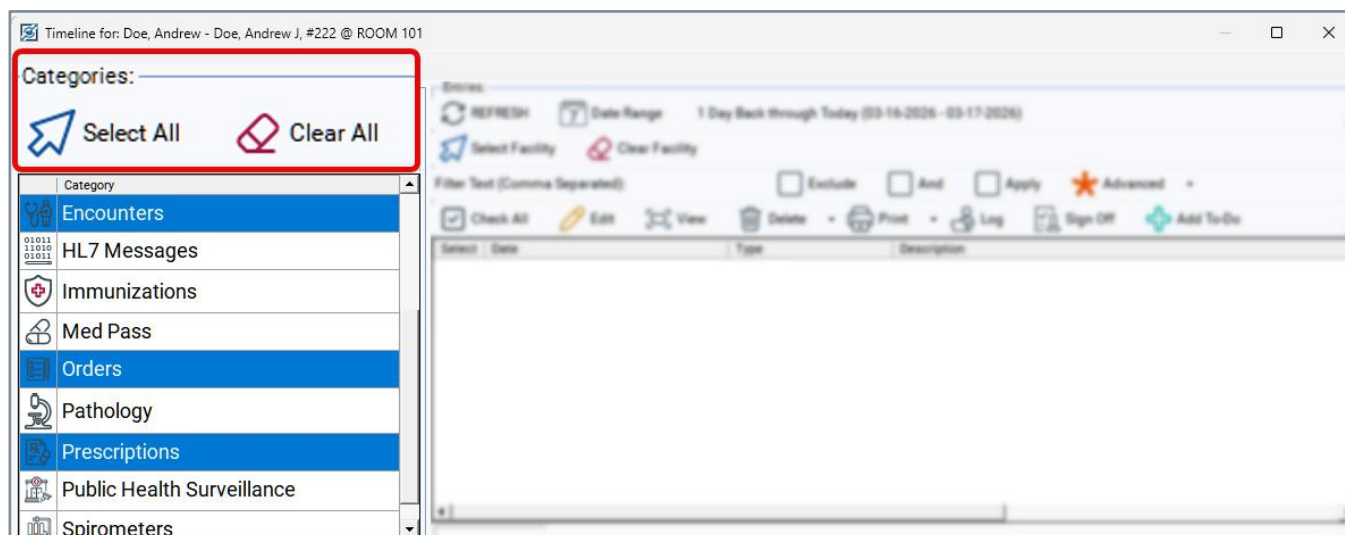


The screenshot shows the Timeline window for Doe, Andrew J, #222 @ ROOM 101. The window title is "Timeline for: Doe, Andrew - Doe, Andrew J, #222 @ ROOM 101". The interface includes a left sidebar with categories such as Anatomical Body Chart, Append Records, Booking Import, Chronic Care - Initial, COVID-19, C-SSRS - Initial, Dental - Annual, and Dental - Sick Call. The main area displays a table with columns: Select, TID, Date, Patient, Type, Description, Add Info, Added, Deleted, Created By, and Locked. The table is currently empty.

Timeline

Categories

Click **Select All** or select individual categories.



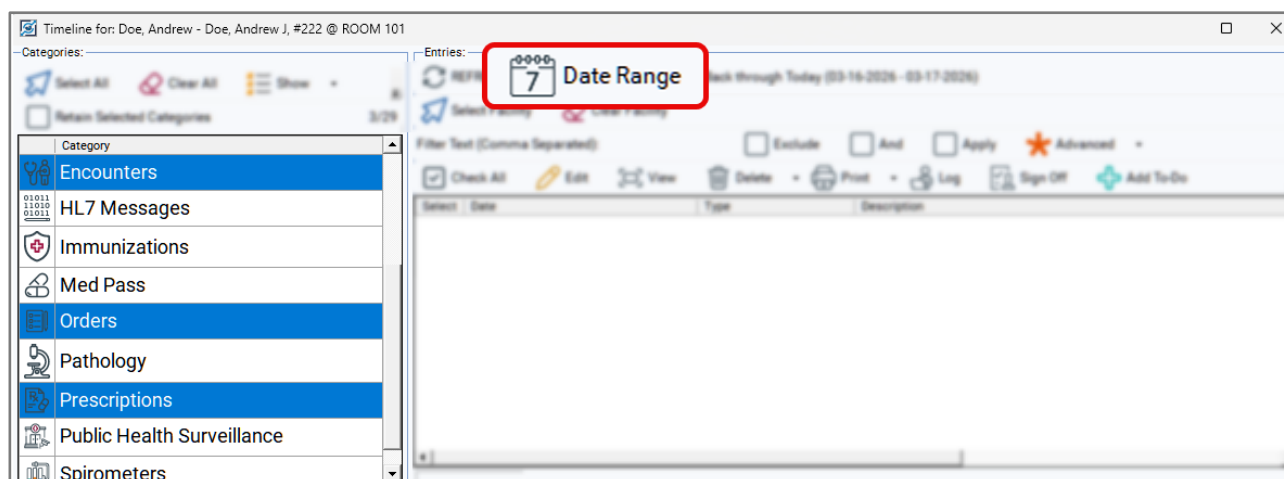
Tip: Use **Clear All** to deselect all categories.

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

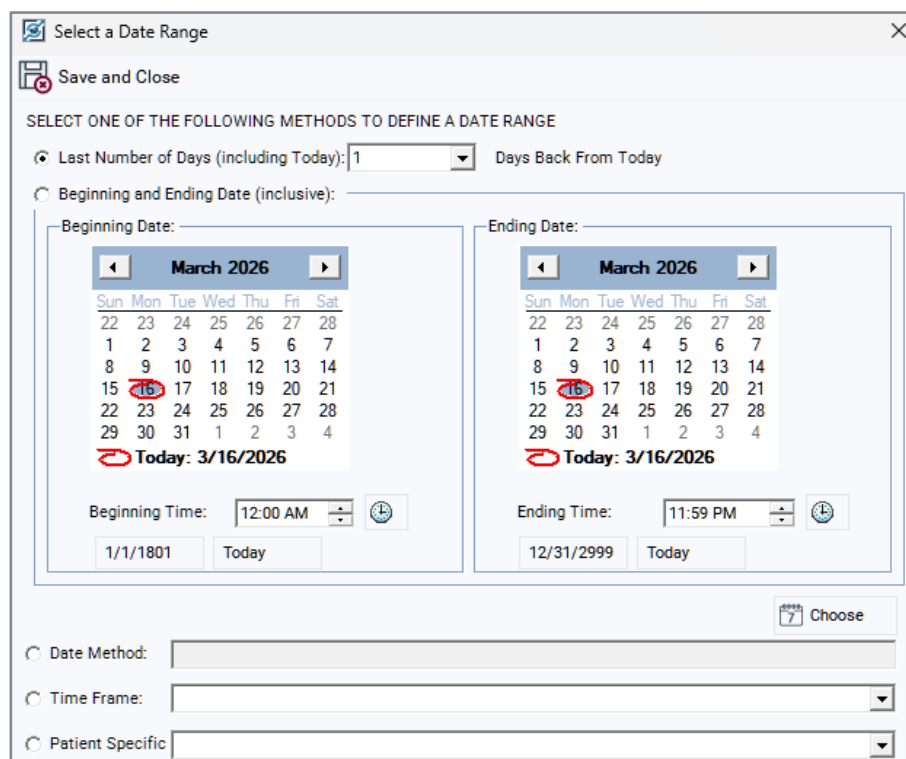
Date Range

To limit your search results and prevent long loading times on older charts, apply a date filter.

Click the **Date Range** button located on the central toolbar.



The **Select Date Range** dialog box opens.



Select one of the following options to pull your data:

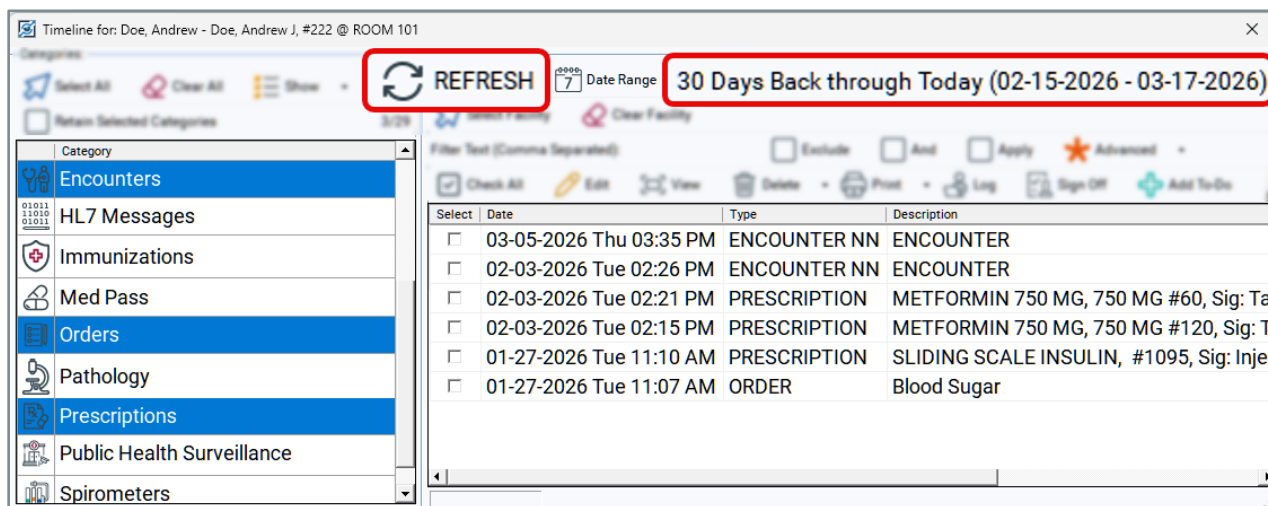
- **Last Number of Days (including today)** – Select the number of days to include.
- **Beginning and Ending Date (inclusive)** – Select the start and end date, then set the time.
- **Date Method** – Click **Choose** to open the Specify Date Computation Method window and define the dates.
- **Time Frame** – Select a predefined time frame such as last year, year to date, or this week.
- **Patient Specific** – Select a diagnosis from the list.

Click **Save and Close**.

Timeline

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

With your categories checked and your data parameters locked, click **Refresh** on the main toolbar to populate the filtered results.



Select	Date	Type	Description
☐	03-05-2026 Thu 03:35 PM	ENCOUNTER NN	ENCOUNTER
☐	02-03-2026 Tue 02:26 PM	ENCOUNTER NN	ENCOUNTER
☐	02-03-2026 Tue 02:21 PM	PRESCRIPTION	METFORMIN 750 MG, 750 MG #60, Sig: Tak
☐	02-03-2026 Tue 02:15 PM	PRESCRIPTION	METFORMIN 750 MG, 750 MG #120, Sig: Ta
☐	01-27-2026 Tue 11:10 AM	PRESCRIPTION	SLIDING SCALE INSULIN, #1095, Sig: Injec
☐	01-27-2026 Tue 11:07 AM	ORDER	Blood Sugar

The applicable results appear in the Timeline.

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

View Timeline Entries

Select an entry, then click **View** to open in a separate window.

Timeline

Timeline for: Doe, Andrew - Doe, Andrew J, #222 @ ROOM 101

Categories: Select All, Clear All, Show, Retain Selected Categories 3/29

Filter Text (Comma Separated): [View] Exclude And Apply Advanced

Check All, Delete, Print, Log, Sign Off, Add To Do

Select	Date	Type	Description
☐	03-05-2026 Thu 03:35 PM	ENCOUNTER NN	ENCOUNTER
☒	02-03-2026 Tue 02:26 PM	ENCOUNTER NN	ENCOUNTER
☐	02-03-2026 Tue 02:21 PM	PRESCRIPTION	METFORMIN 750 MG, 750 MG #60, Sig: Tak
☐	02-03-2026 Tue 02:15 PM	PRESCRIPTION	METFORMIN 750 MG, 750 MG #120, Sig: Ta
☐	01-27-2026 Tue 11:10 AM	PRESCRIPTION	SLIDING SCALE INSULIN, #1095, Sig: Injec
☐	01-27-2026 Tue 11:07 AM	ORDER	Blood Sugar

Click **X** to close it and return to the grid.

Timeline Entry

New Edit Patient Print

Details:

Last Name: Doe First Name: Andrew

Company: DOB and Age: 05-12-2006 Fri, 19 years old

Entry Type: Encounter Acct Num: 222

Date: 02-03-2026 Tue 02:26:00 p Who: Nancy Nurse, RN

Record Details:

< Previous Record > Next Record Find T T Count: 0

Encounter 02-03-2026 Tue 02:26:00 PM

Andrew J Doe
ID: 222
Gender: Male
DOB: 05-12-2006 Fri

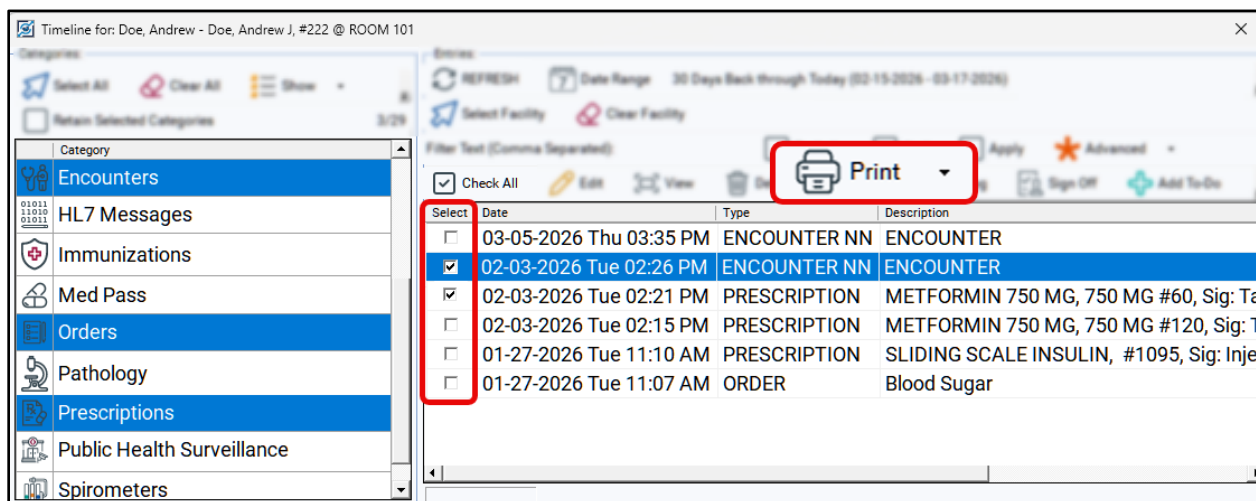
ENCOUNTER DICTATION

Dictation

CONDITION RELATED TO

Print Timeline Entries

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



Timeline for: Doe, Andrew - Doe, Andrew J, #222 @ ROOM 101

Categories: Select All, Clear All, Show, Retain Selected Categories

Entries: REFRESH, Date Range: 30 Days Back Through Today (02-15-2026 - 03-17-2026), Select Facility, Clear Facility, Filter Text (Comma Separated), Check All, Edit, View, Print, Apply, Advanced, Sign Off, Add To Do

Select	Date	Type	Description
☐	03-05-2026 Thu 03:35 PM	ENCOUNTER NN	ENCOUNTER
☒	02-03-2026 Tue 02:26 PM	ENCOUNTER NN	ENCOUNTER
☒	02-03-2026 Tue 02:21 PM	PRESCRIPTION	METFORMIN 750 MG, 750 MG #60, Sig: Tak
☐	02-03-2026 Tue 02:15 PM	PRESCRIPTION	METFORMIN 750 MG, 750 MG #120, Sig: Ta
☐	01-27-2026 Tue 11:10 AM	PRESCRIPTION	SLIDING SCALE INSULIN, #1095, Sig: Injec
☐	01-27-2026 Tue 11:07 AM	ORDER	Blood Sugar

Select a print option:

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

Close the Timeline

Click **X** to return to the Active Patient list.

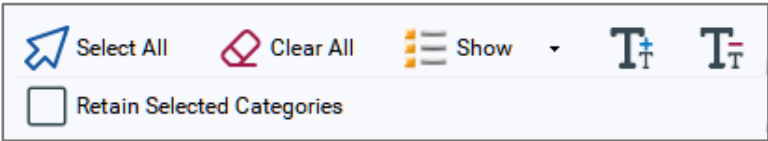
Related Courses

- Active Patients

References

Categories

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

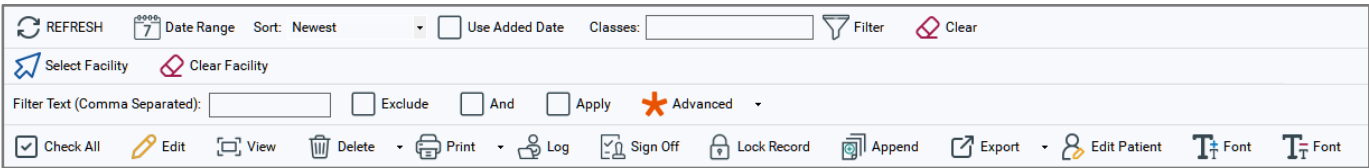


- Select All** – Select all displayed categories.
- Clear All** – Clear all selected categories.
- Show** – Select which categories display, show or hide icons, and manage favorites.
- T+** – Increase the text size of category names.
- T-** – Decrease the text size of category names.
- Retain Selected 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.
- Classes** – Click **Filter** to open the **Classification Search** window and filter results by one or more classes.

Timeline



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**.

Advanced – Provides the privileged users the ability to reassign records to the correct contact when charting errors occur.

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.