# Changing Settings to
# 3 Week View

1. From the main menu page, click on **UltraView**.
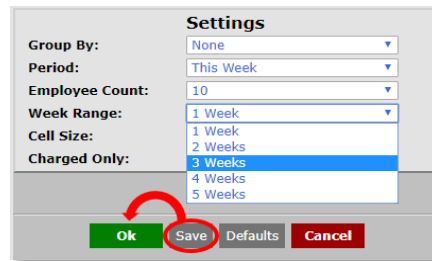


2. Initially your screen will look like something like this.



3. Click on **Settings**.



4. Drop down the **Week Range** to **3 Weeks**, then click **Save** and **Ok**. *NOTE:* If you do not click **Save** first, it will only change the view **one time**.



5. Your screen will now look something like this, with the **current and two prior weeks**.