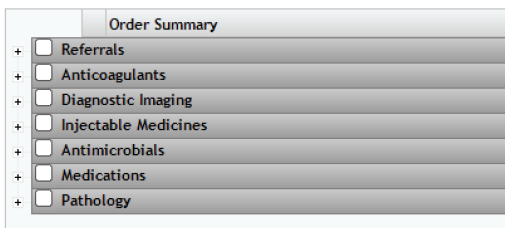


Better Orders Display: Guide

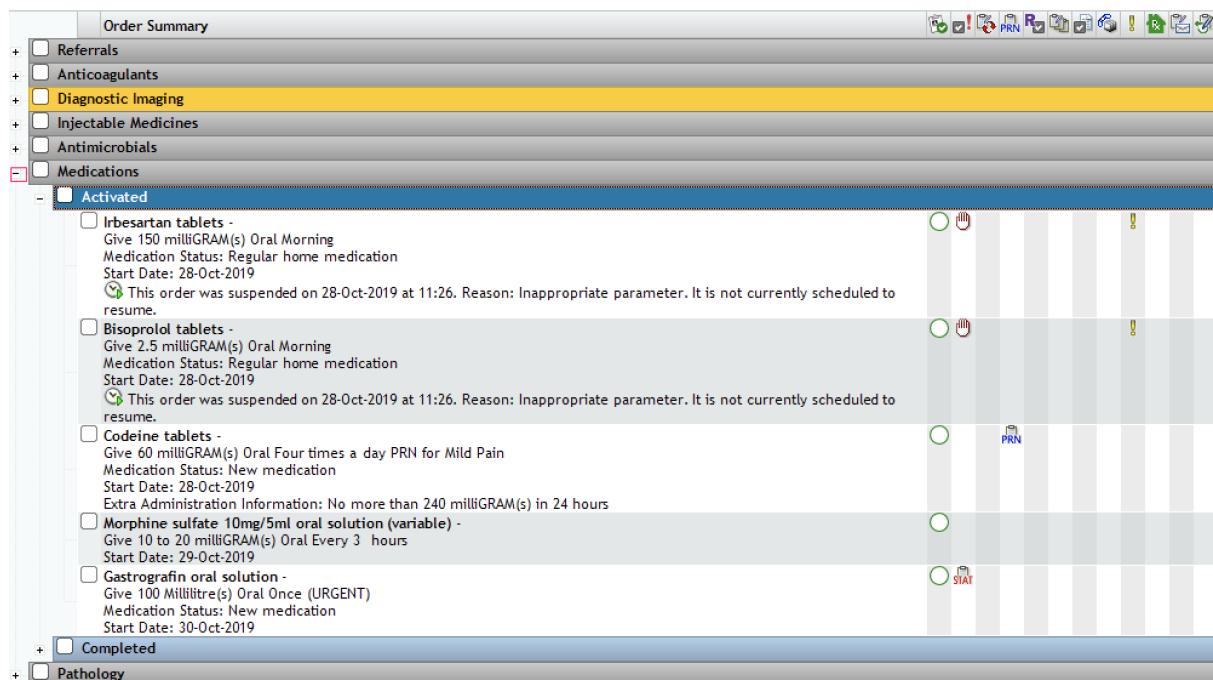
Setting up the Orders tab into a slightly more clinically relevant manner, so it opens like this:



All orders for this chart for order dates from 24-Oct-2019 ; Displ

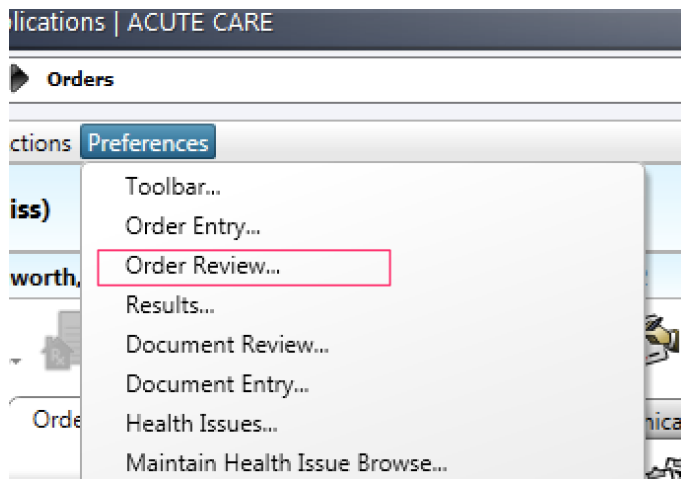


Making it easy to expand to show the active medication:

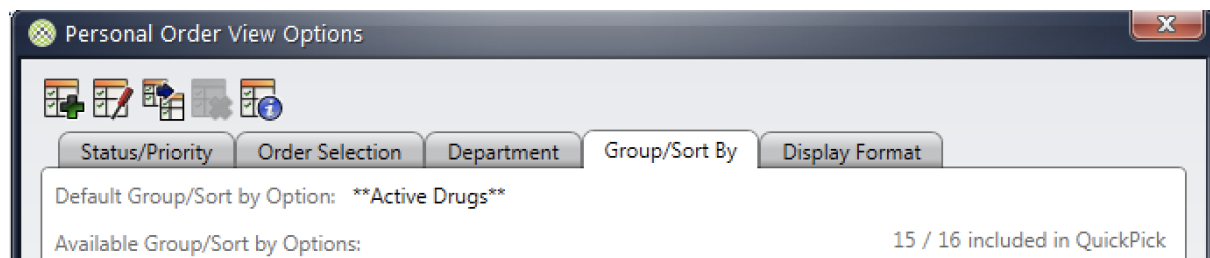


Turn the page for the guide!

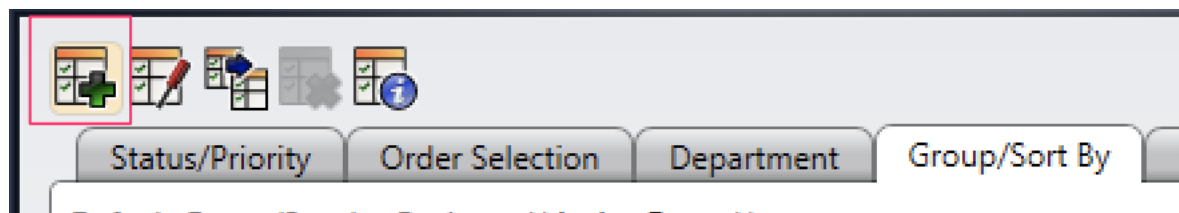
1. Open the 'Order Review' preferences window



2. Navigate to the 'Group/Sort By' tab



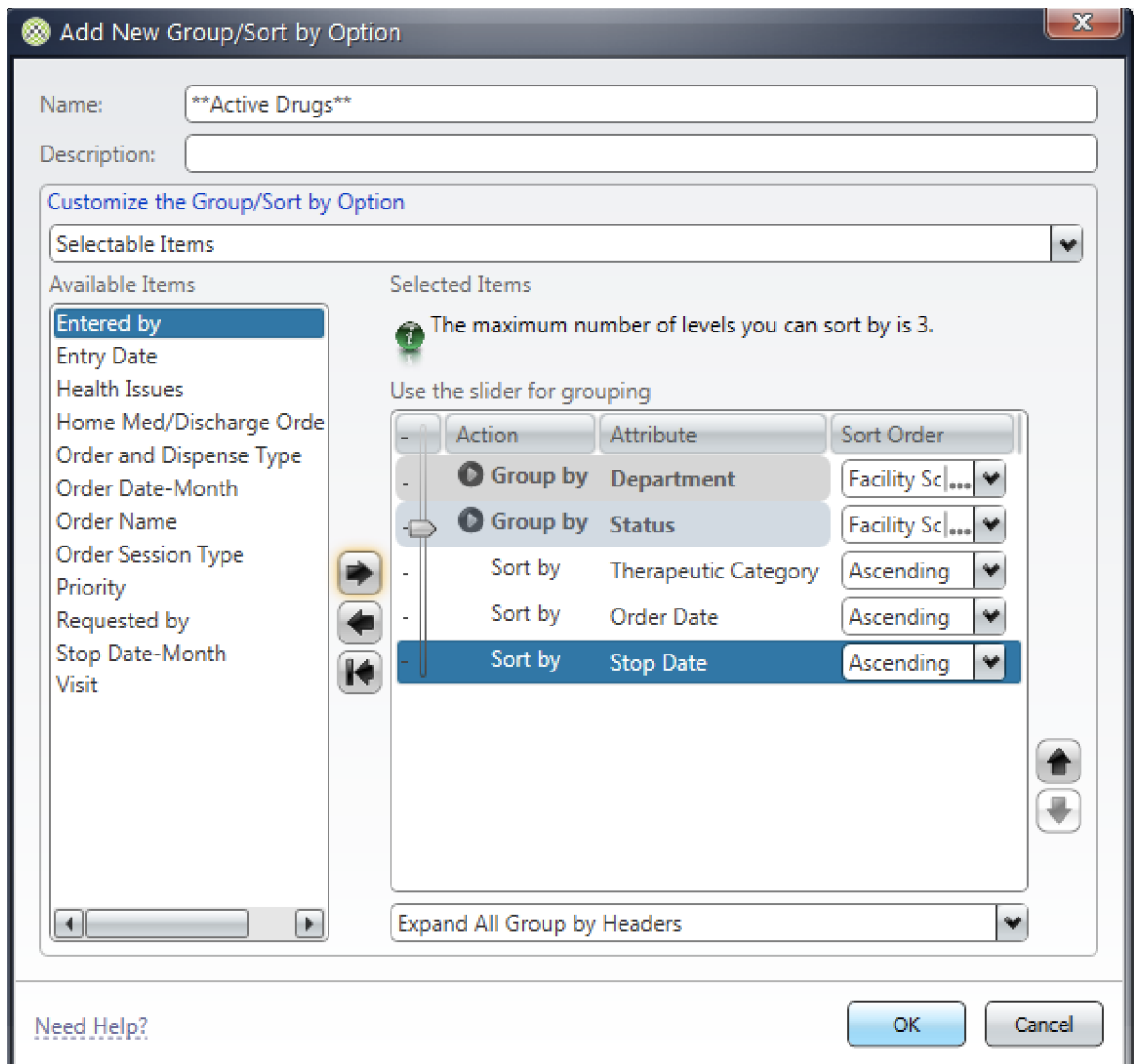
3. Then click the 'Add' button to create a new layout



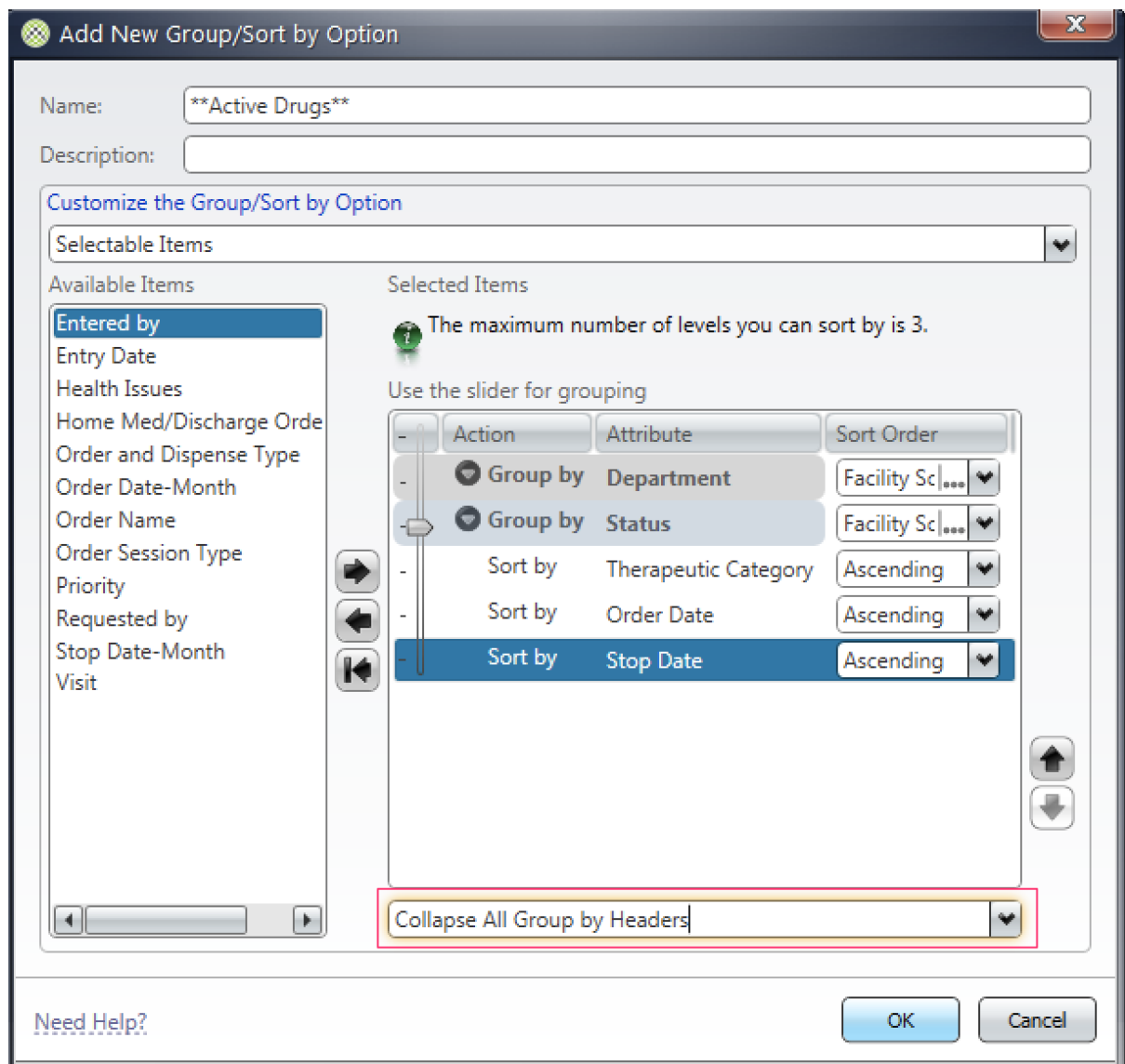
4. Give it a name then click on:

- **Department**
- then the rightward arrow to move Department into the list
- **Status**
- then the rightward arrow to move Status into the list
- **Therapeutic Category**
- then the rightward arrow to move Therapeutic Category into the list
- **Order Date**
- then the rightward arrow to move Order Date into the list
- **Stop Date**
- then the rightward arrow to move Stop Date into the list

When done, the first two items in the list should have had 'Group by' selected and the display should look like this:

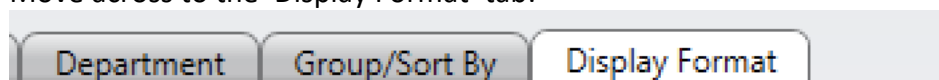


Next change the 'Expand All Group by Headers' to 'Collapse All Group by Headers' so the final screen looks like this:

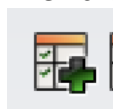


Then click 'OK'.

Move across to the 'Display Format' tab:



Then click the 'Add' button again:



Don't worry, nearly there!

Give this new display format a name and from the 'Group/Sort by Options' dropdown choose the display format you created earlier:

Add New Display Format

Name:

Description:

Group/Sort by Options
 Select a group/sort by option for this display format

Date Options
 Based on date: Ordered
 Entered

Filters
 Select available filters to associate with this display format

Available Filters	Selected Filters	Associated Value
Status/Priority		
Order Selection		
Department		
Rx Verified		

Show
 Select available options to associate with this display format

Available Options	Selected Options
Visit Details	
Health Issues	
Linked Set Details	
Requested By	

No Additional Information for this Item

[Need Help?](#)

Then click Ok.

Finally make sure your new display format is set as the default for orders:

Display Format Name	Include in QuickPick	Set as Default
By Department	<input checked="" type="checkbox"/>	<input type="radio"/>
By Department/Extended	<input checked="" type="checkbox"/>	<input type="radio"/>
By Department/Status	<input checked="" type="checkbox"/>	<input type="radio"/>
Home Med/Discharge Orders	<input checked="" type="checkbox"/>	<input type="radio"/>
JP drug list	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
Order Entry Session	<input checked="" type="checkbox"/>	<input type="radio"/>
Order Maintenance Details	<input checked="" type="checkbox"/>	<input type="radio"/>
Paths, Linked and Pharmacy Sets	<input checked="" type="checkbox"/>	<input type="radio"/>
...	<input type="checkbox"/>	<input type="radio"/>

Only show display formats included in QuickPick

No Additional Information for the Highlighted Item

That's it! You can close the Personal Order view options, move to another patient in EPR and test it works by clicking on the 'Orders' tab.