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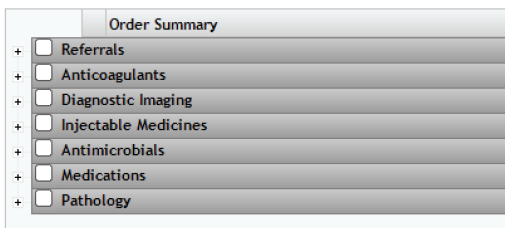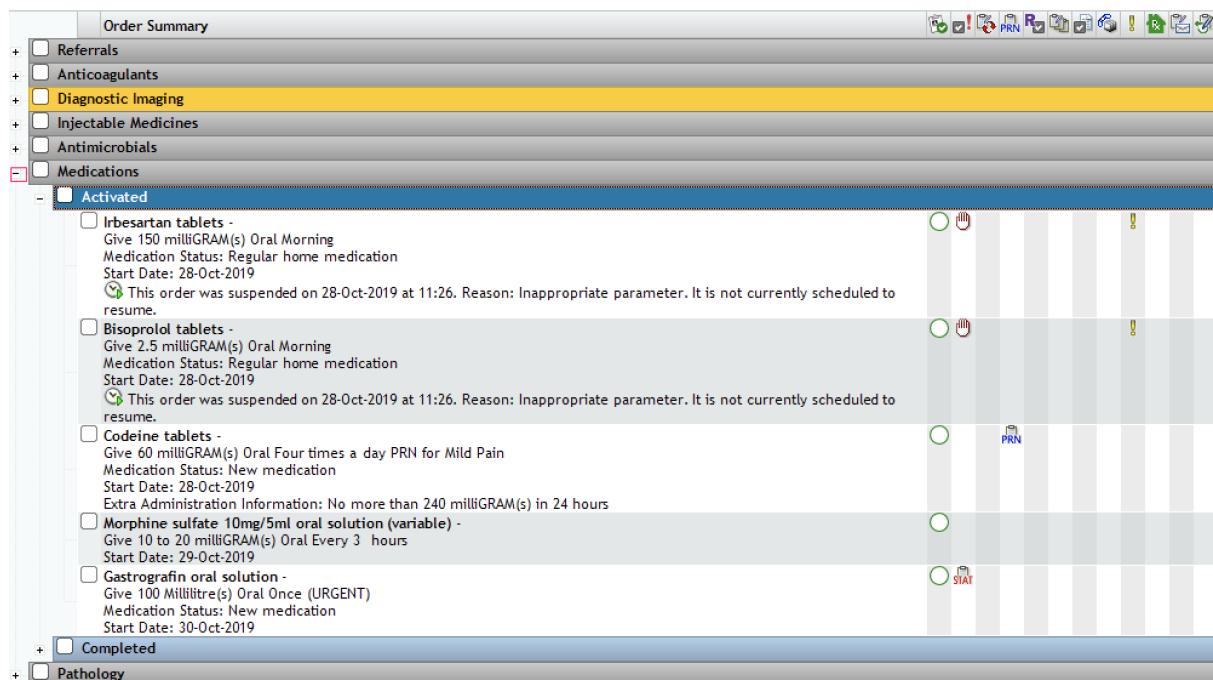
Setting up the Orders tab into a slightly more clinically relevant manner, so it opens like this:
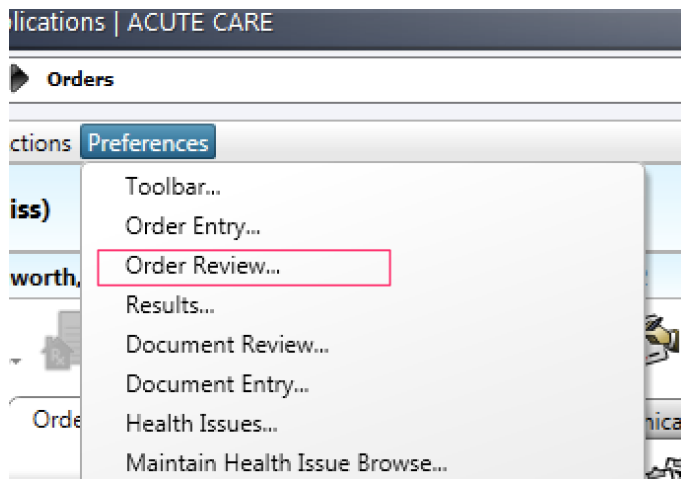

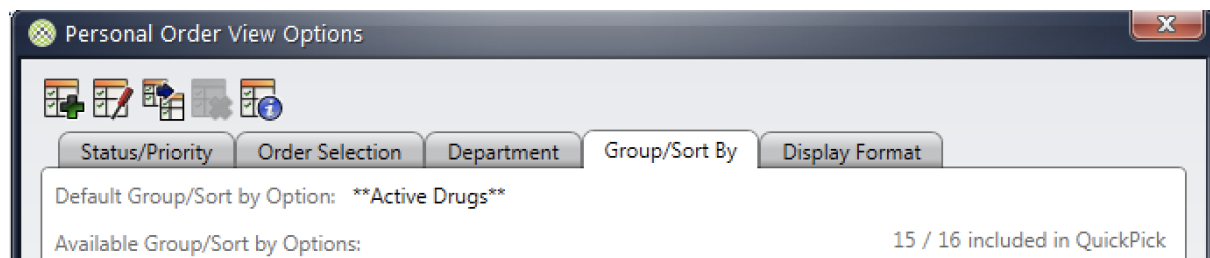Making it easy to expand to show the active medication:
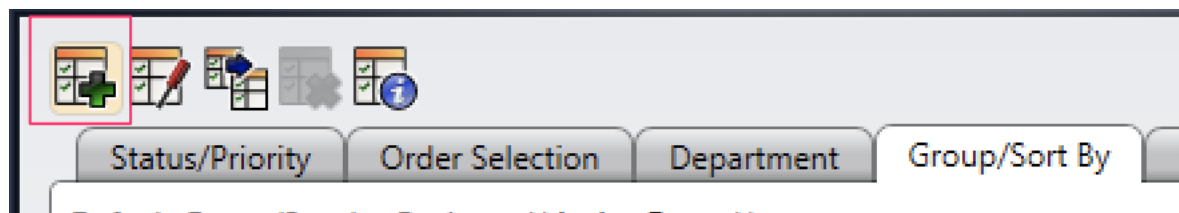

Turn the page for the guide!

1. Open the 'Order Review' preferences window

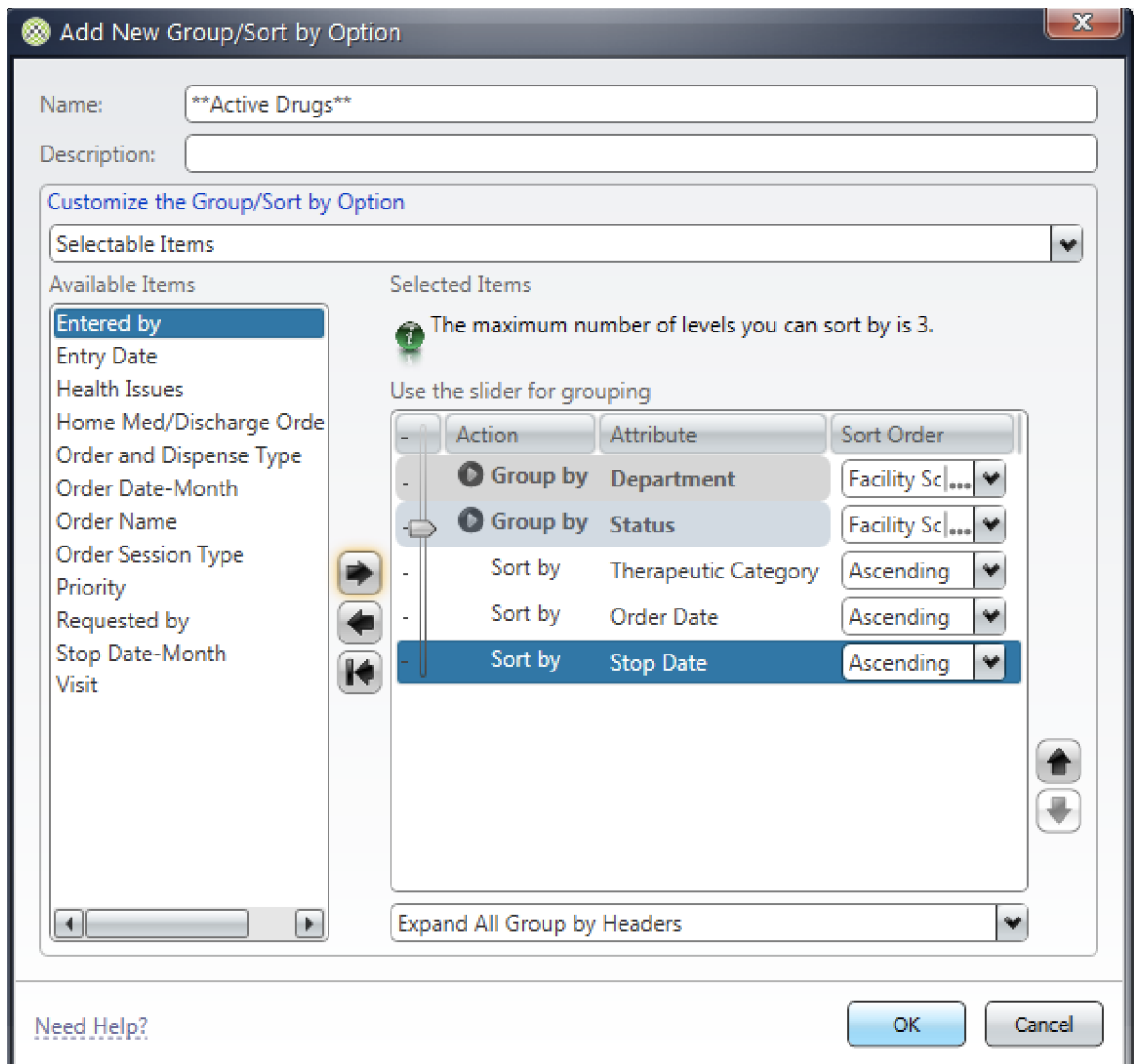2. Navigate to the 'Group/Sort By' tab

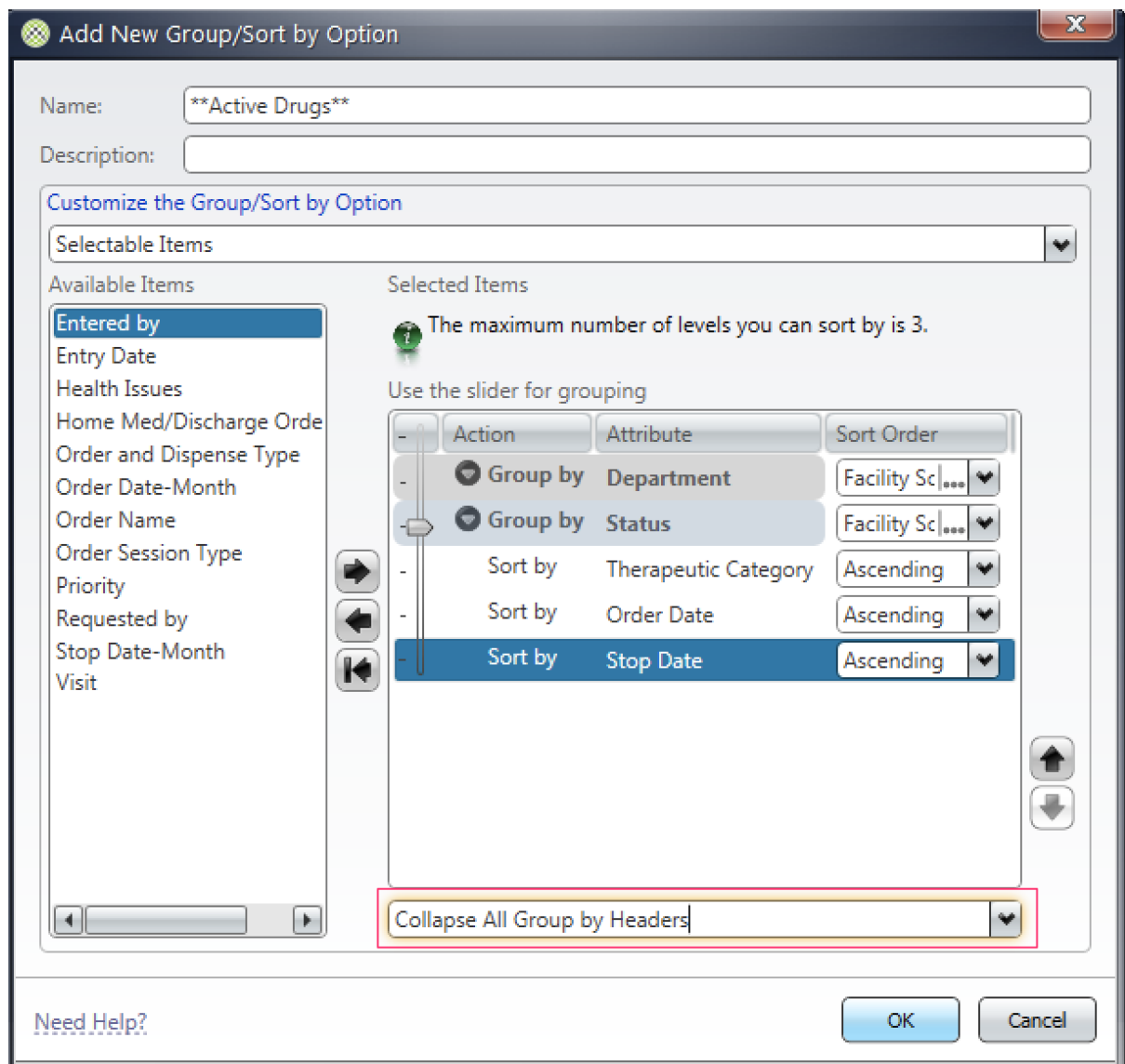3. Then click the 'Add' button to create a new layout

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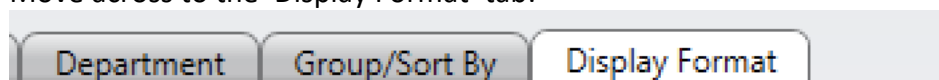
Next change the 'Expand All Group by Headers' to 'Collapse All Group by Headers' so the final screen looks like this:
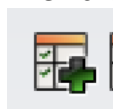
Then click 'Ok'.

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:

Then click Ok.

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

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.