

Customising views in orders

Care Delivery

Quick reference guide

In the **Orders** section the view can be customised and filtered to show how orders are grouped and displayed. This can help condense information displayed, what orders are displayed and find previously placed orders.

Customising the Orders screen

1. Click on the **Orders** tab in the **Main Menu**.

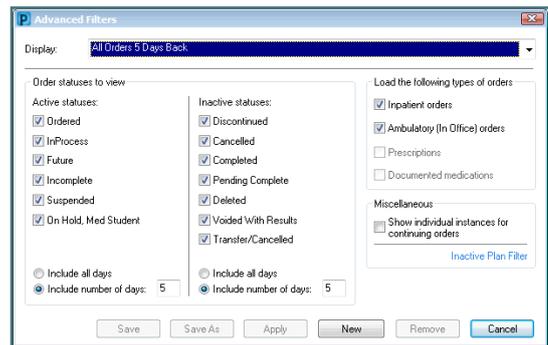


The default display setting in Orders is **All Orders 5 Day Back**.

Display: All Orders 5 Days Back			
	Order Name	Status	Details
Patient Care	IV Infusion Device Check	Discontinued	16/03/2018 13:39 AI
Continuous Infusions	Sodium Chloride 0.45% intravenous infusion 500 mL	Ordered	Rate: 100 mL/hr, Tc 23/03/2018 19:03 AI
	Sodium Chloride 0.9% intravenous infusion 100 mL	Discontinued	Rate: 42 mL/hr, Tot 19/03/2018 18:16 AI
	sodium chloride 0.9% up to (continuous) 20 mL	Discontinued	Rate: 0.83 mL/hr, Tr
Medications	flucloxacillin	Discontinued	1 q, Vial, IV, ONCE t
	paracetamol (paracetamol 500 mg oral tablet)	Discontinued	1,000 mg = 2 tab(s)

2. To change the display, select the drop-down menu option.
3. Click the blue ellipsis to filter the **Orders** window.

The **Advanced Filters** window will display.



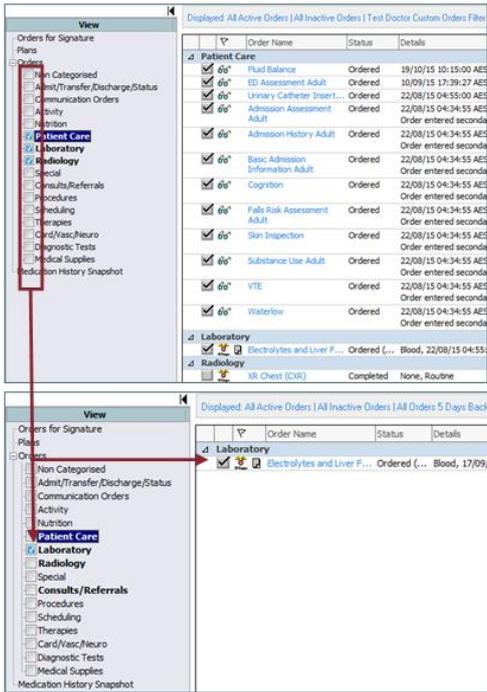
4. If you make any changes, select **Apply**  to activate those settings in the **Orders** Screen.

The filter options will display in the **filter banner** at the top of the **Orders** window.

Displayed: All Orders (All Statuses)

Note: These changes are customised to your login. You will NOT need to re-specify the display filters each time you log in.

To quick select the order types displayed in the **Orders** window navigate to the **View** window on the left.



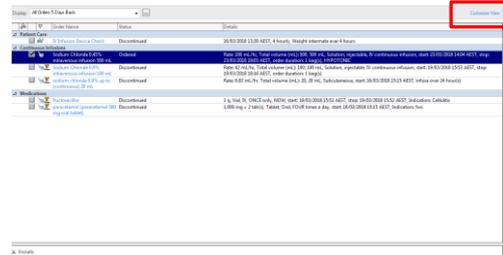
Order Type sections in the Orders window can be condensed / expanded by clicking on the  icon next to the heading.

Order Name	Status	Details
Patient Care		
ED Assessment Adult	Ordered	10/09/15 17:39:27 AEST, Stop date 10/09/15 17:39:27 AEST
Urinary Catheter Insert...	Ordered	22/08/15 04:55:00 AEST, Indwelling
Admission Assessment Adult	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
Admission History Adult	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
Basic Admission Information Adult	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
Cognition	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
Falls Risk Assessment Adult	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
Skin Inspection	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
Substance Use Adult	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
VTE	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
Waterflow	Ordered	22/08/15 04:34:55 AEST, Stop date 22/08/15 04:34:55 AEST Order entered secondary to inpatient admission.
Laboratory		
Electrolytes and Liver F...	Ordered (...)	Blood, 22/08/15 04:55:00 AEST, Collect Urgent, Clinician collect
Radiology		
KR Chest (CXR)	Completed	None, Routine

Customising Columns

To customise the information columns in the Orders window:

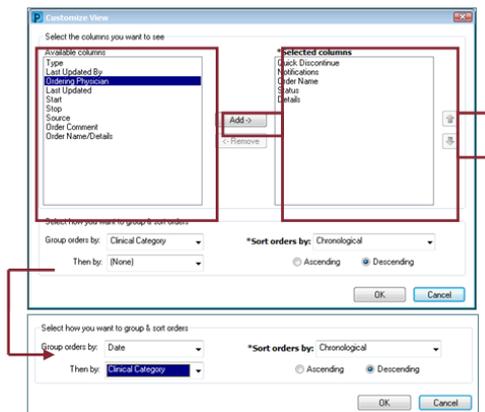
1. Click the **Customise View** button in the top right corner.



The **Customise View** window will display.

2. Select **Ordering Physician** or any relevant details that may suit.
3. Click **Add**.

Use the   next to the ***Selected columns** section to change the order of the columns in the **Orders** window.



Displayed Orders can be changed by selecting from the available categories at the bottom of the **Customise View** window.

4. Drop down **Group Orders by** and change to **Date**
5. Drop down **then by** and change to **Clinical Category**

Note: These changes are customised to your login. You will NOT need to re-specify the display filters each time you log in.

