

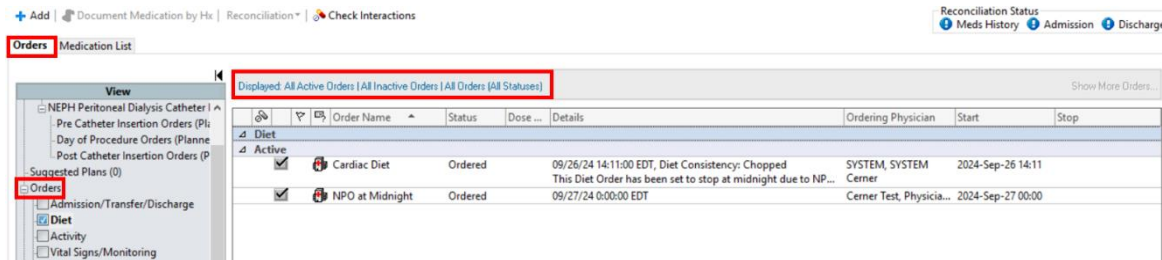
PRESCRIBERS

Navigate to Orders Display Filters

This help topic will provide an overview of the different ways to customize the **Orders** page.

The default Order menu is **All Active Orders**. The view can be customized by changing the Order Display Filters.

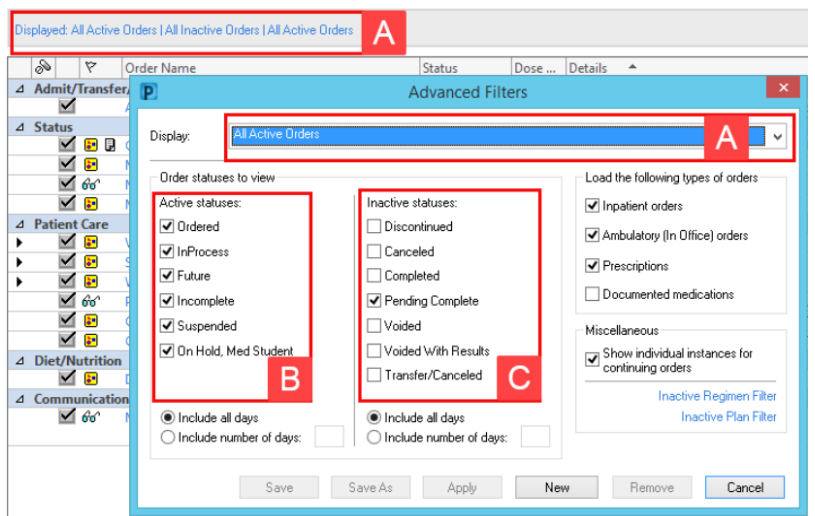
1. Click the **Display Filter** hyperlink to access the **Advanced Filters** window.



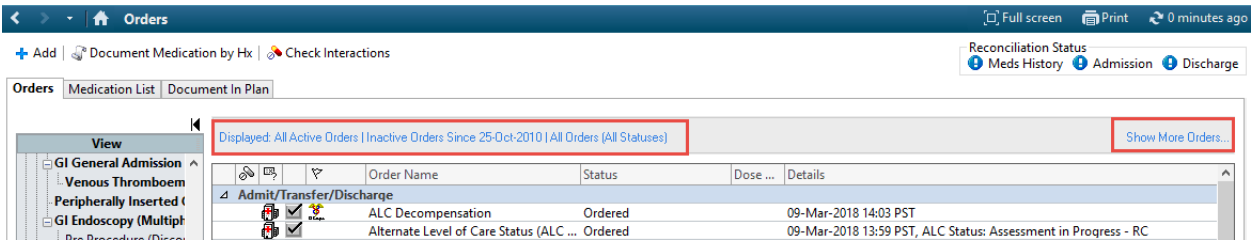
The Orders Display Filter Hyperlink

There are three different parts to the Displayed Filter hyperlink:

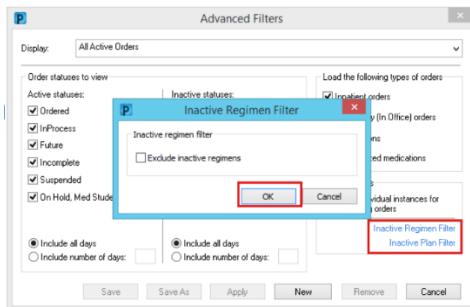
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A	Active Statuses: Statuses that have been selected/ checked under Active statuses list. "All Active Statuses" means that All orders that fall within the active statuses selected are showing in this view. All active orders are always displayed in the same view.
B	Inactive Statuses: Statuses that have been selected/ checked under the Inactive statuses list. "All Inactive Statuses" means that All orders that fall within the inactive statuses selected are showing in this view.
C	Display: The pre-defined filter name populates the Display. For example, All Active Orders is the selected predefined filter's name.



NOTE: Only the first 100 inactive orders are displayed in the same view. The option to Show more orders will be active when there are more inactive orders to display.



Filter Inactive PowerPlans or Regimens

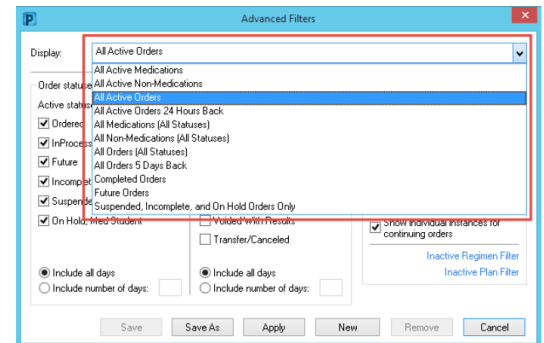


Click the **Inactive Regimen Filter** or **Inactive Plan Filter** to change the filters to display active or inactive PowerPlans.

Change the Orders Display Filters

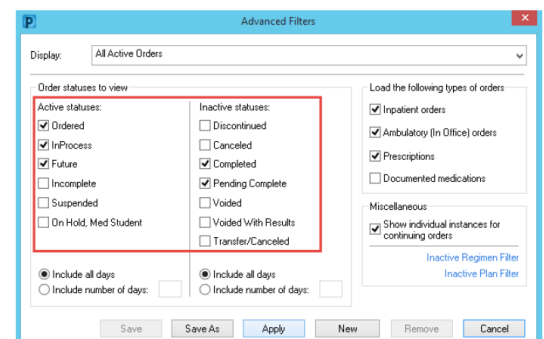
In the **Advanced Filters** window, you can select the Pre-defined filters and select different active and inactive statuses.

1. Click the **Display** drop-down and select the Pre-defined filters.
2. Check or uncheck the **boxes** to select the different active statuses and inactive statuses.
3. Click **Apply** for a temporary filter.
 - Alternatively, click **Save As** and enter a filter name to create a new Custom Filter, which will then become available from your list of **Display** drop-downs in the future.



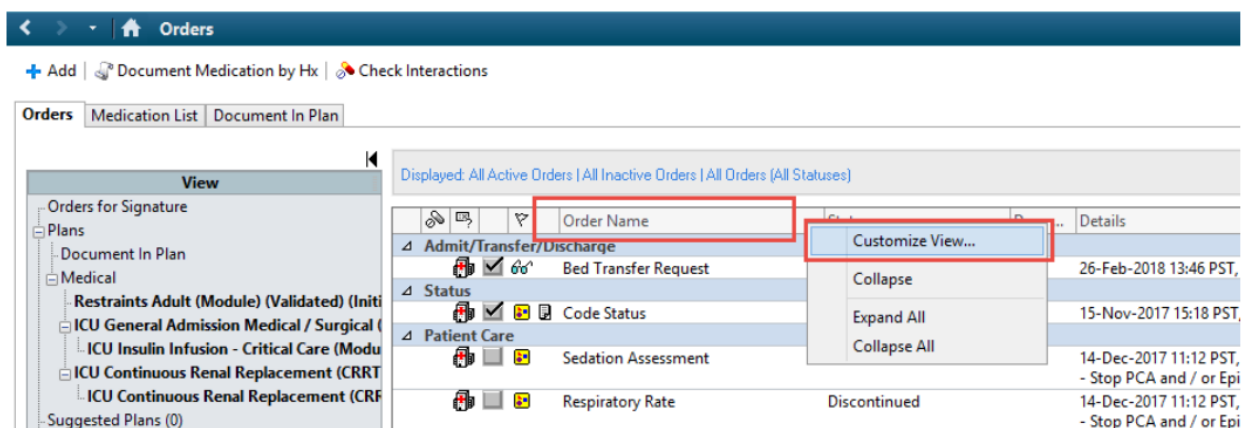
To create an entirely new filter

1. Select **New**.
 2. Check the desired boxes.
 3. Enter a filter name and then select **Save**.
 - You can also remove this filter in the future by selecting the filter from the drop-down menu and selecting **Remove**.
- NOTE:** You are only able to remove filters which you have created.



Customize the Orders Page

1. Right-click a **Column Header** (for example, Order Name) and select Customize view....



2. In the **Customize View** window, click the **column name** (e.g. Last Updated) under the Available Columns section.
3. Click **Add** to add the selected columns in the **Order Profile**.

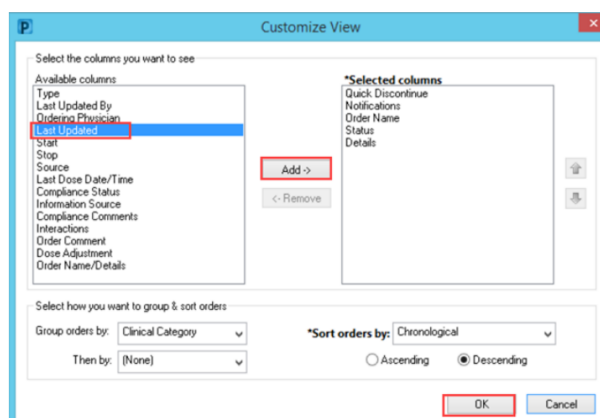
- Similarly, you can remove columns by clicking the **column name** under **Selected columns** section and click **Remove**. Click **OK** after adding or removing a column to close the **Customize View** window.

NOTE: Adding the Last Updated column allows you to view the date/time that an order has been modified.

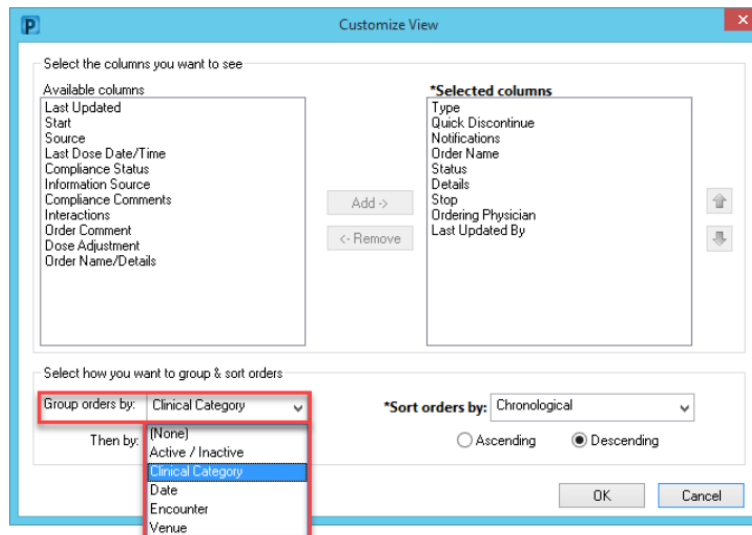
WARNING:

- The following Order Profile setup has been defaulted by the system:
 - **Selected Columns:** Quick Discontinue, Notifications, Order Name, Status, and Details
 - **Sorted orders by:** Chronologically in descending order
 - **Group orders by:** Clinical Category

It is highly recommended that all users to add **Type, Stop, Ordering Physician, Last Updated By,** and **Last Updated** columns to their order profile view.



4. Click the **Group orders by** drop-down to select how you want to group the orders.
 - Orders are grouped by **Clinical Category** by default.



5. Click the **Sort orders by** drop-down to select how you want to sort the orders.
 - Orders are sorted in **Reverse Chronological** order by default.
6. Click **OK** when complete

