

## Overview

For the Clinical Leader, Nursing Assistant, and Unit Clerk Organizers some customizations can occur. Customizations provide the user the capability to manipulate the organizer to function in a way that performs best with their workflow.

## Sorting Columns

Columns can be sorted by clicking on the column header.

- For example, in the Patient column, clicking on the word **'Patient'** will sort the column from A – Z or Z – A.

Patient	Visit	Location
<b>COMPASS, FIREWORK</b> 48 yrs M DOB: MAR 15, 1974	Type: I/P (Inpatient) LOS: 2 months, 1 week	4027-A B4
<b>EDUCATION, CARL</b> 77 yrs M DOB: FEB 23, 1945	Type: I/P (Inpatient) LOS: 2 months	4025-A B4
<b>FULLER, FRANK</b> 60 yrs M DOB: NOV 15, 1961	Type: I/P (Inpatient) LOS: 2 months, 1 week	4027-B B4
<b>*PASMUNSON, CCR</b> 51 yrs M DOB: OCT 01, 1970	Type: I/P (Inpatient) LOS: 3 months	4028-B B4

## Adjusting Column Width

Adjusting the columns will provide the user will either more or less information as desired.

- Hover between the columns to get a double-sided arrow.
- Click and drag to the desired width.

Patient	Visit	Location
<b>COMPASS, FIREWORK</b> 48 yrs M DOB: MAR 15, 1974	Type: I/P (Inpatient) LOS: 2 months, 1 week	4027-A B4
<b>EDUCATION, CARL</b> 77 yrs M DOB: FEB 23, 1945	Type: I/P (Inpatient) LOS: 2 months	4025-A B4
<b>FULLER, FRANK</b> 60 yrs M DOB: NOV 15, 1961	Type: I/P (Inpatient) LOS: 2 months, 1 week	4027-B B4

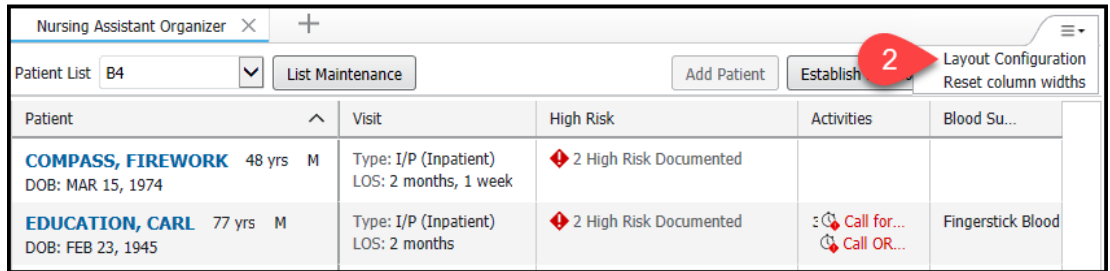
## Rearranging Columns & Adding Rows

Rearranging columns and adding rows can assist the user in placing their desired information in an order that makes the most sense with their workflow. Adding rows will add more information to the cell.

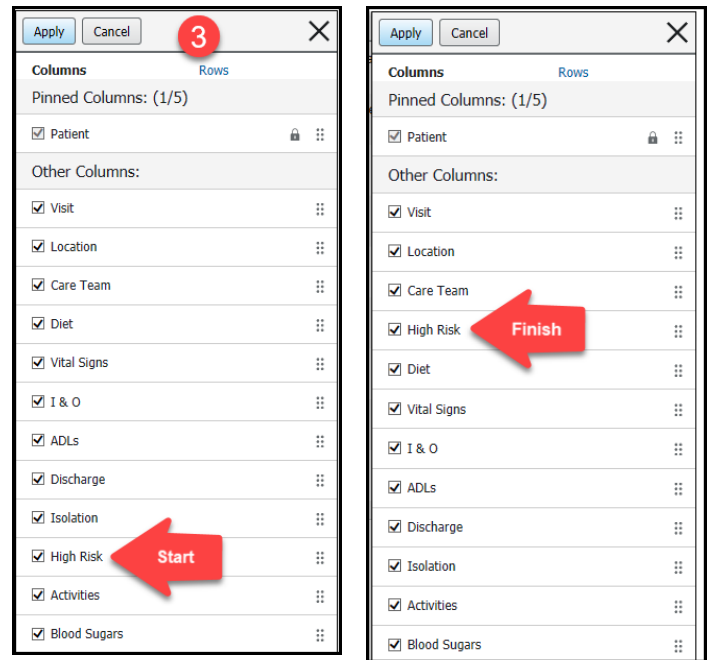
- In the top right of the organizer, click on the three lines.

Patient	Visit	High Risk	Activities	Blood Su...
<b>COMPASS, FIREWORK</b> 48 yrs M DOB: MAR 15, 1974	Type: I/P (Inpatient) LOS: 2 months, 1 week	2 High Risk Documented		
<b>EDUCATION, CARL</b> 77 yrs M DOB: FEB 23, 1945	Type: I/P (Inpatient) LOS: 2 months	2 High Risk Documented	Call for... Call OR...	Fingerstick Blood

2. Select 'Layout Configuration'.



3. To rearrange the columns:
- Click and drag the column to the desired location(s).



4. To adjust the number of rows seen in each cell:
- Select 'Rows'.
  - Select the desired number to be seen.
  - To apply the changes, select 'Apply'.

