Customizations for the Clinical Leader, Nursing Assistant, and Unit Clerk Organizers

Cerner PowerChart

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.

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.
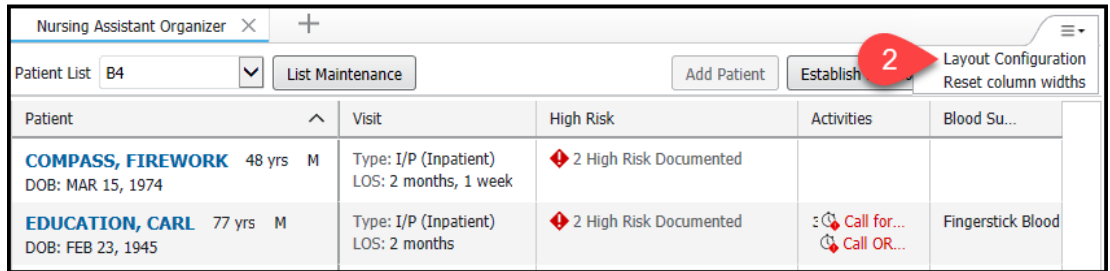- Click and drag to the desired width.

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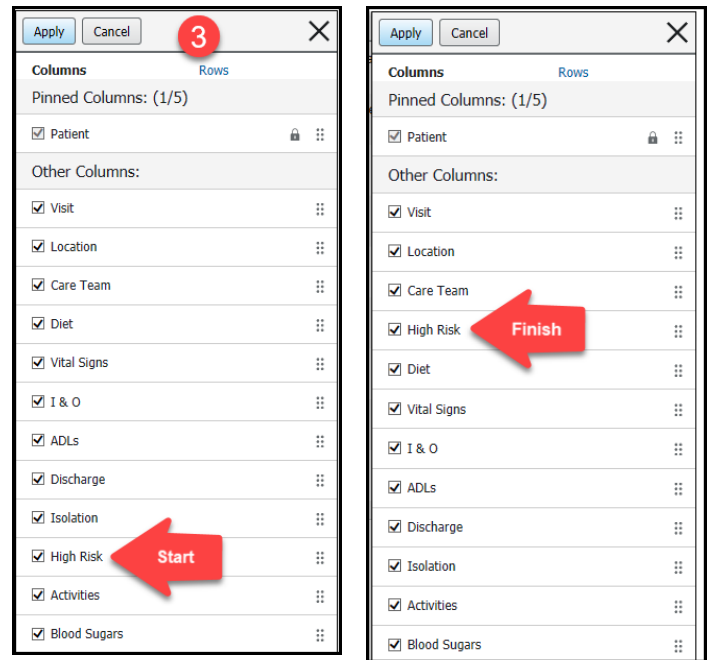
1. In the top right of the organizer, click on the three lines.

2. Select **'Layout Configuration'**.

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

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