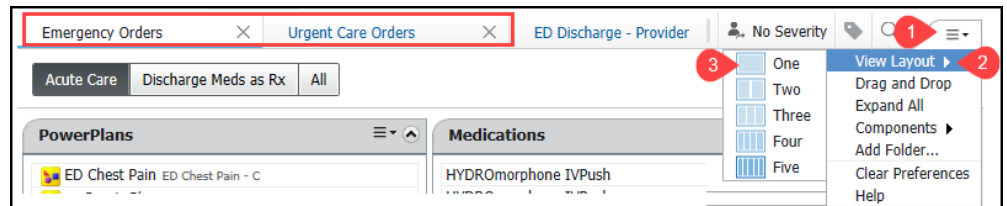# Quick Orders MPage Customization for Providers

Quick Orders MPage Layout

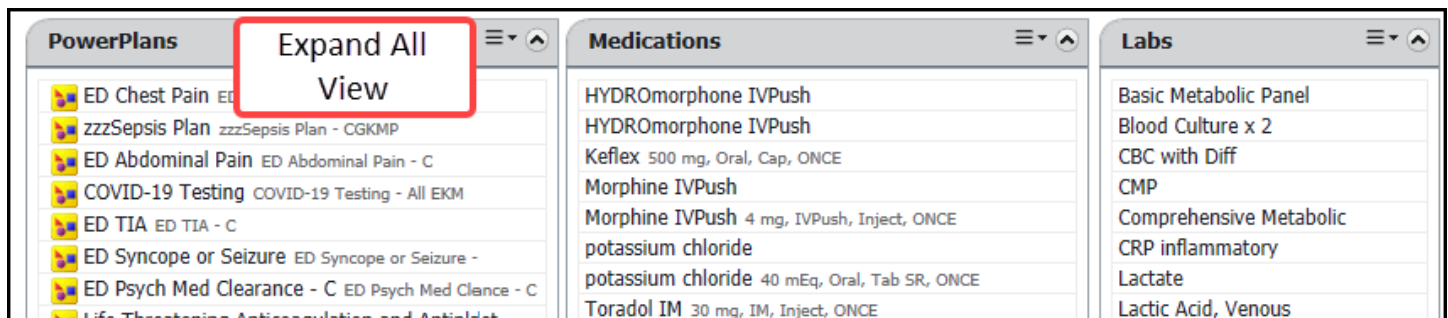The Layout view may be customized to display up to five columns.
Navigate to the Orders/Quick Orders MPage.

1. Click on the Component-Level Menu ≡▾.
2. Hover over View Layout.
3. Select the desired Layout (one to five columns).
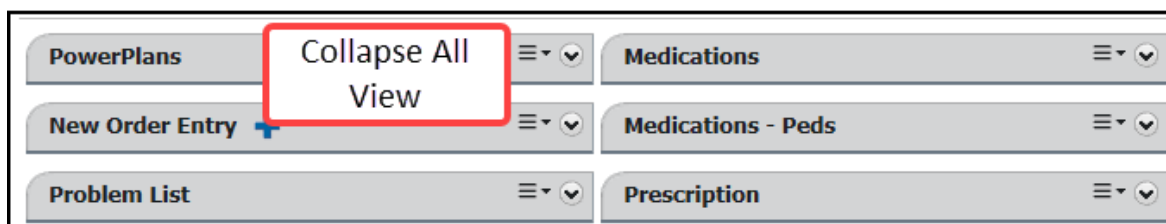4. The screen will automatically refresh to the chosen layout.
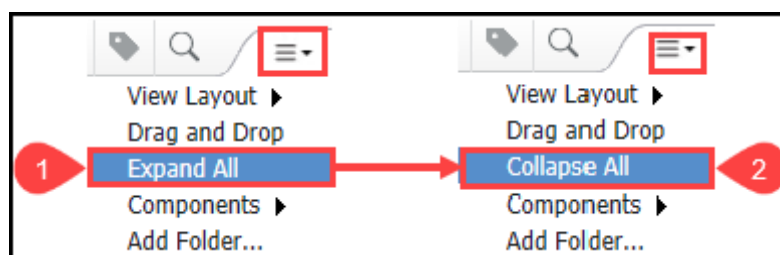

Expand All /Collapse All

The component view default is set to the Expand All view, this shows all content (orders) within each component.
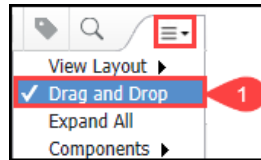

The Collapse All view:

1. Click on the Component-Level Menu ≡▾ and select Expand All (the wording will change to Collapse All).
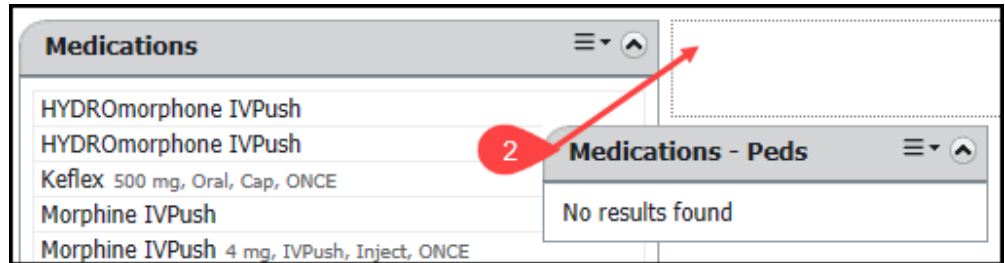2. Click Collapse All.

3. To change back to Expand All view, click on the ≡▾ icon and select Expand All.

Changing Order Component Location

1. Click on the Component-Level Menu ☰▾ and select Drag and Drop. A check mark will appear noting that Drag and Drop is selected.

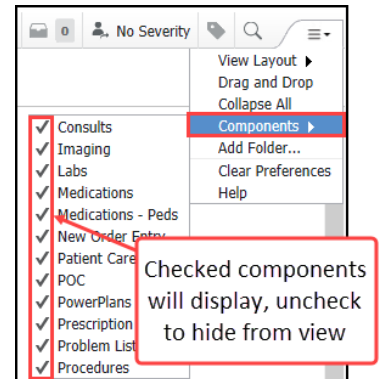2. Click on the component header and drag and drop in the desired location.

3. Once complete, click back on ☰▾ icon again and click on Drag and Drop to deselect.
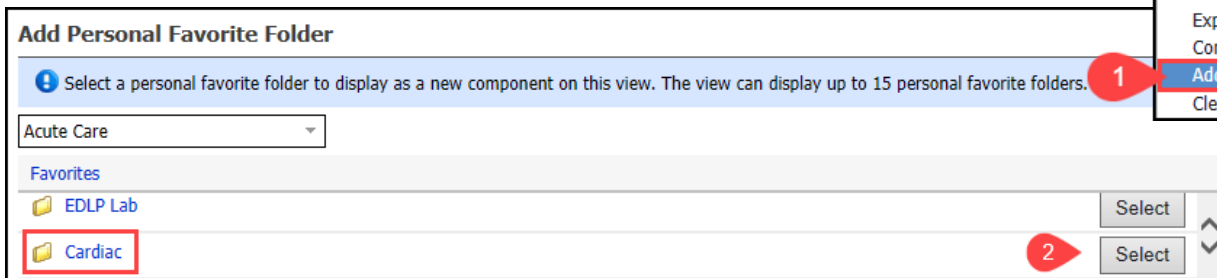   **Note:** The check mark disappears when unselected.

Adding/Removing Components

1. Click on the ☰▾ icon and select Components.
2. A complete list of the components available will open to the left. Check marks are next to each component that are visible on the Quick Orders view.
3. Uncheck the component to hide or remove the component from view.
4. Add a check mark next to a component to display the component on the MPage.

Checked components will display, uncheck to hide from view

Adding a Favorites Folder

1. Click on the ☰▾ icon and select Add Folder.
2. Locate the favorites folder and click Select.

Add Personal Favorite Folder

ℹ Select a personal favorite folder to display as a new component on this view. The view can display up to 15 personal favorite folders.

Acute Care
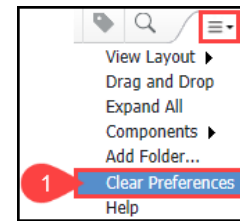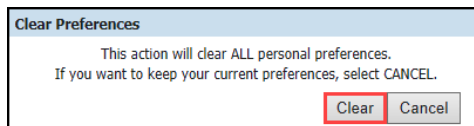
Favorites

📁 EDLP Lab — Select

📁 Cardiac — Select

Note: Folders will only be available if favorite folders and orders have already been created. Please see Favorite Orders for instructions to configure favorites.

Quick Orders MPage Customization for Providers

Clearing Preferences

Clearing Preferences will reset all previous preferences in the Quick Orders MPage.

1. Click on the ☰▾ icon and select Clear Preferences.
2. Select Clear in pop-up box.

Clear Preferences
This action will clear ALL personal preferences.
If you want to keep your current preferences, select CANCEL.

Clear   Cancel

View Layout ▶
Drag and Drop
Expand All
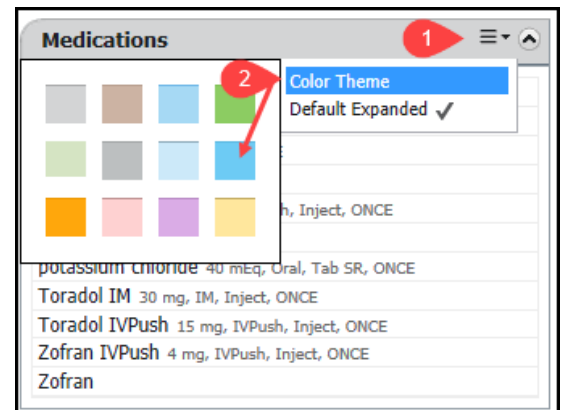Components ▶
Add Folder...
1 Clear Preferences
Help

Preferences within a Component

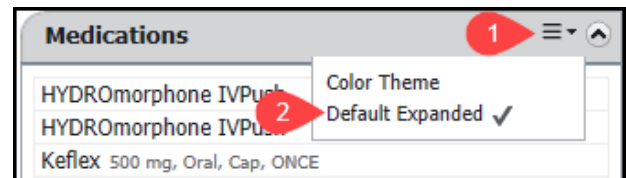Each Component can be modified separately.

Color Theme:

1. Click on the ☰▾ icon within in the individual component header.
2. Select Color Theme and select the desired color theme.

Default Expanded:

1. Click on the ☰▾ icon within in the individual component header.
2. Click Default Expanded.
3. Deselecting Default Expanded to Collapse the individual component.

Medications   **1** ☰▾ ⌃
2 Color Theme
Default Expanded ✓

, Inject, ONCE
potassium chloride 40 mEq, Oral, Tab SR, ONCE
Toradol IM 30 mg, IM, Inject, ONCE
Toradol IVPush 15 mg, IVPush, Inject, ONCE
Zofran IVPush 4 mg, IVPush, Inject, ONCE
Zofran

Medications   **1** ☰▾ ⌃
HYDROmorphone IVPush   Color Theme
HYDROmorphone IVPush   **2** Default Expanded ✓
Keflex 500 mg, Oral, Cap, ONCE

Note: If the X in the top right corner is used to close the session, customizations MAY be lost. All customizations made within Quick Orders will save when the ⎘ Exit door is used to close the session.