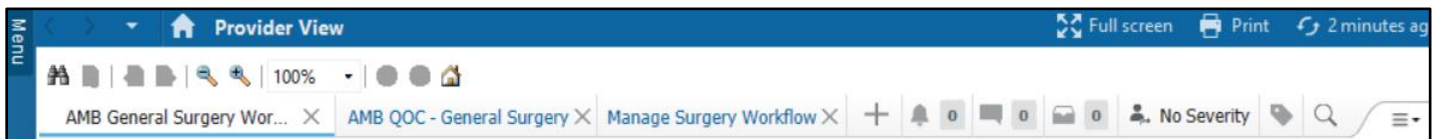











## MPages Overview

MPages, or Workflows, are used by many specialties to review patient information, place orders, and create Dynamic Documentation notes in one area of the patient's chart. The components within each MPage can also be personalized to each user.

## MPage Toolbar

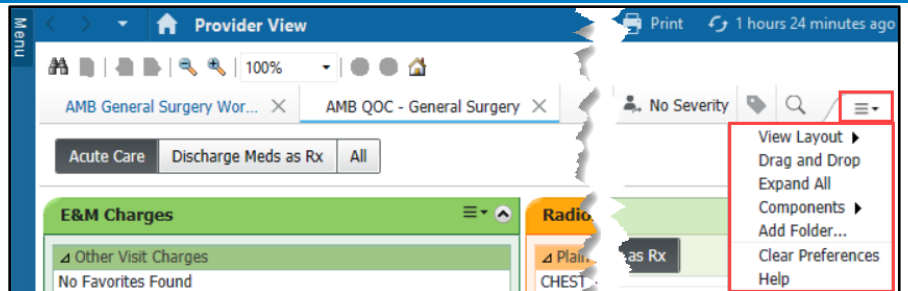
The MPage toolbar is accessible in the Provider View or Nurse View. Icons may vary by position.



Icon Name	Icon	Description
Add View		Click this icon add a new MPage.
Orders for Signature	 	This icon displays the number of new pending orders, PowerPlans, and new pending discontinued orders for a patient to be signed. Click Orders for Signature to review, modify, and sign orders within any MPages view.
I-PASS		This icon displays the patient's status, which correlates to Physician Handoff in the top PowerChart toolbar. Select this icon to add and modify the illness severity, patient summary, situational awareness and planning comments, and actions for a selected patient.
Tagged Items List		This icon displays a list of tagged items. The icon will change from gray to blue when the first item is tagged within the Workflow.
Communication Notifications		This icon displays a list of non-urgent communications sent to the provider or care team.
Order Notifications		This icon displays a list of order renewal notifications for orders nearing their expiration date.
Chart Search		Click this icon to search the patient's chart.
Page Menu		Click this icon to display the available components for the selected MPage. From the Components list, select a component to add it to the MPage and deselect a component to remove it from the MPage.

## Quick Orders MPage Page Menu

The following menu option commands can be found in the Quick Orders and Charges (QOC) MPage in the Provider View or Nurse View. Icons may vary by position.



Command	Description
View Layout	This command displays the available page layouts (number of columns) for the MPage.
Drag and Drop	This command activates and deactivates the drag and drop functionality. Select Drag and Drop to move and reconfigure the components within the MPage.
Expand All	This command expands all the components in the MPage.
Collapse All	This command collapses all the components in the MPage.
Components	This command displays all components available in the MPage. From the Components list, select a component to display it and deselect a component to hide it.
Add Folder	This command displays the Add Personal Favorite Folder dialog box. From the Add Personal Favorite Folder dialog box, select a personal favorite folder to display as a new component in the MPage. The Add Folder option is only available in Quick Orders and Charges MPages views.
Clear Preferences	This command clears all personal preferences selected from the components list in that MPage.
Help	This command displays the MPages Help Pages.

## Quick Orders Icons

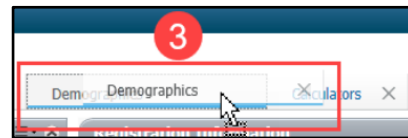
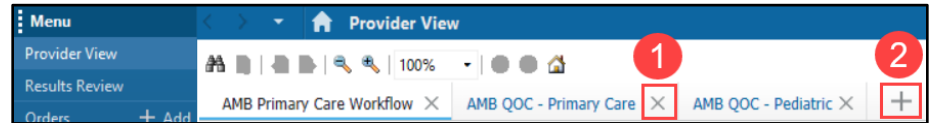
The following icons can be found in the Quick Orders and Charges (QOC) MPage in the Provider View or Nurse View. Icons may vary by position.

Icon Name	Icon	Description
Menu		Click this icon to display additional options for the selected component: Color Theme and Default Expanded.
Color Theme and Default Expanded		Within the Menu icon: Color Theme allows the user to pick a color for that component. Default Expanded defaults the selected component to expand or collapse.
Collapse		This command collapses the selected component.
Expand		This command expands the selected component.
Component Header		This command directs the user to the appropriate section of the patient's chart to view or add information.

## MPage Personalizations

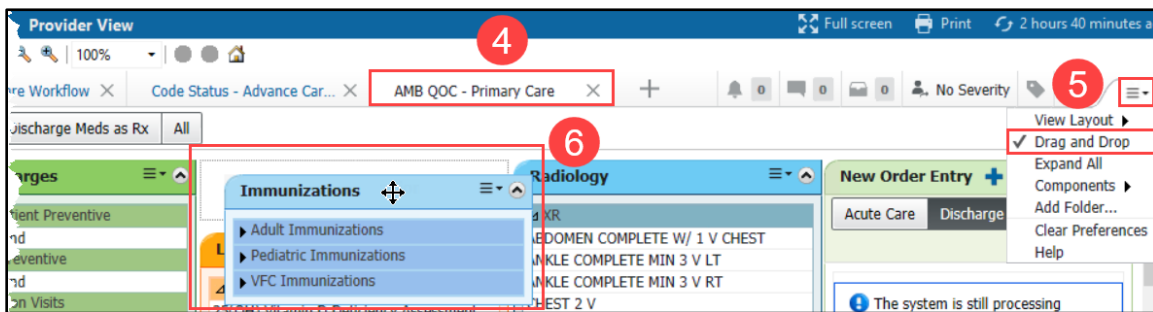
To add, remove or rearrange MPages in the Provider View or Nurse View:

1. Click the X to remove an MPage.
2. Click the + to add an MPage from a list.
3. Left click on an MPage tab and drag to rearrange to a preferred order.



To rearrange Components within the Quick Orders Page:

4. Navigate to the Quick Orders MPage.
5. Click on the Page Menu icon ≡ and select Drag and Drop (a checkmark will be placed).
6. Left click and drag a component to a new location.



## Workflow MPage Component Icons

The following buttons and icons are available in the components of a Workflow MPage:

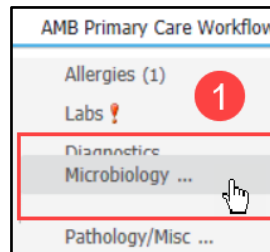
Icon Name	Icon	Description
Refresh		This icon refreshes that specific component.
Menu		This button displays a list of additional filtering and display options for the component.
Quick Add		This button allows you to add new information to the component or navigates the user to the appropriate section of the patient's chart to add additional information and pull the added information back into the component. For example, clicking the Quick Add button in the Allergies component takes the user to the Allergies section of the patient's chart in the dark blue Menu to add the patient's allergies.
Additional Actions		This button displays a list of additional information, actions, or PowerForms related to the component.
Look back ranges		These buttons display information in the component for the selected amount of time. Select a time frame to be displayed in the component. For example, click Last 72 hours to display the appropriate patient information in the component for that time.

Flowsheet View and Table View		These buttons display the selected component in either a flowsheet or table.
Gap Checking		This indicator is displayed in the component heading when proper documentation is not complete for a component in the Workflow. All components marked with the gap checking indicator must be satisfied to complete all required documentation within the Workflow.
Loading		This icon informs the user that details for the component are loading.
Favorites		This button allows the user to add or remove an item from favorites.
Component Header		This link takes the user to the appropriate section of the patient's chart in the dark blue Menu to view or add information.

### Components Personalizations

To rearrange Components in a Workflow:

1. Left click and drag to the preferred order.



To add or remove Components in a Workflow:

2. Click on the Page Menu ≡ icon.
3. Hover over Components.
4. Check to show a Component and uncheck to hide a Component.
5. Select Clear Preferences to clear ALL preferences with the Workflow.

