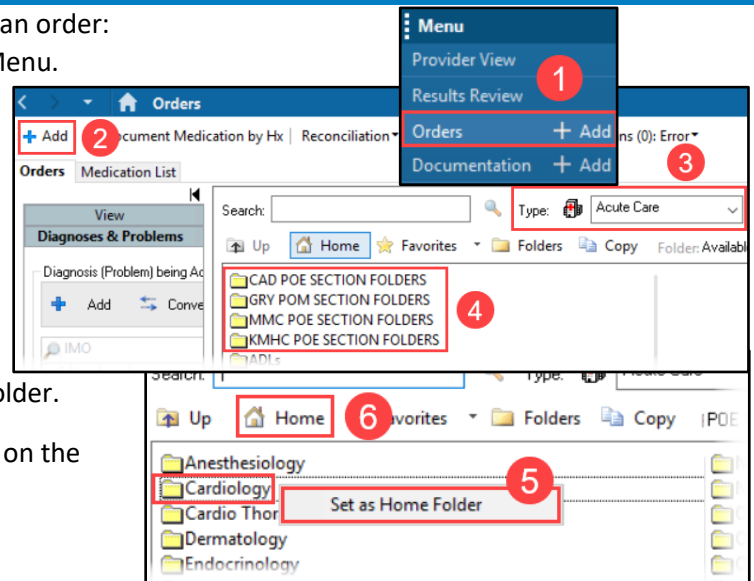# Orders Page Personalizations for Providers

Orders Page Home Folder

To set a Home Folder to automatically open when adding an order:

1. Navigate to the **Orders** page from the dark blue Menu.
2. Click **Add**.
3. Use the drop-down arrow to select **Acute Care**.
4. Select appropriate location section folder (ex. **MMC POE SECTION FOLDERS** are for Munson Medical Center providers).
5. Right click on the appropriate specialty folder and select **Set as Home Folder**.

Note: Users can only select one folder as the Home Folder.

6. Users can also access the Home Folder by clicking on the **Home** icon when adding an order.

Orders Page View Personalizations

1. Navigate to the **Orders** tab in the dark blue Menu.
2. Click the drop-down arrow next to Display and select **All Orders (All Statuses Except Future).**
3. Select **Customize View.**
4. Under Available Columns, select **Ordering Physician**.
5. Click **Add**.
6. Ordering Physician will now display under *Selected columns. Repeat step 4 for **Order Comment**.
7. Then click **OK**.
8. On the Orders page, scroll to find the vertical column line next to Ordering Physician. Hover over the line until the ⊩⊪ **icon** appears. Click and drag the column line to the left, so the user does not need to scroll to see more information.
9. Move the scrollbar to the left towards Details to ensure all columns now fit on the page. The scrollbar should disappear.