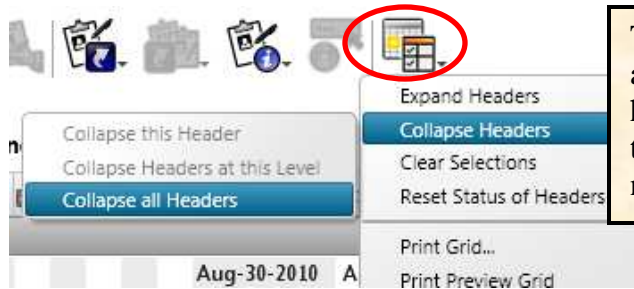
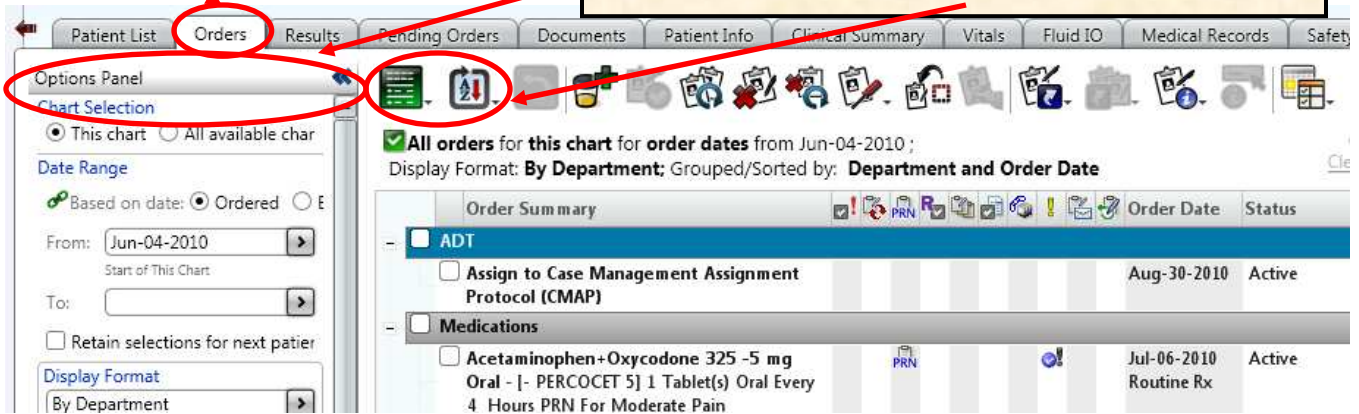


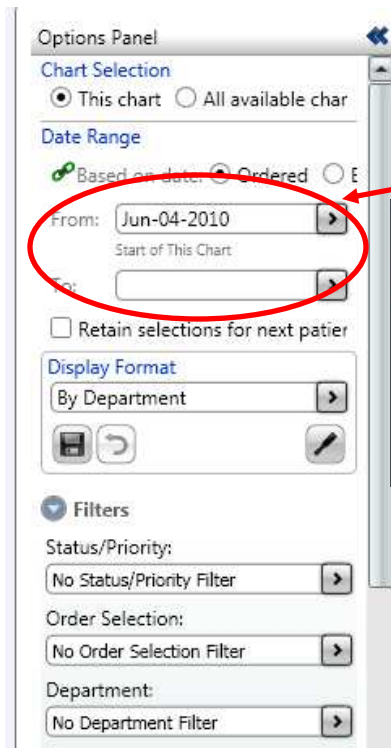
Viewing & Filtering the Orders Tab

The **Orders Tab** lists all Orders placed in SCM.

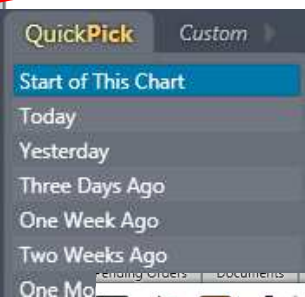
The Orders may be **filtered** in various ways to more easily find the information you are looking for. Filtering is done via the collapsible **Options Panel** or via the **Tab Level Toolbar Icons**



The **Grid Options Icon** allows you to collapse all headers on the Orders Tab to help find the orders you need to review.

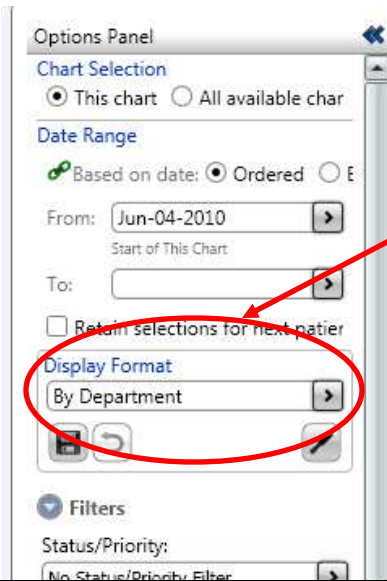


Date Range: One method of filtering is to narrow down the time frame in the **From/ To:** field. Click on the arrow to see a drop down list of choices in the **Quick Pick**, or fill in specific dates in the **From** and **To** fields.

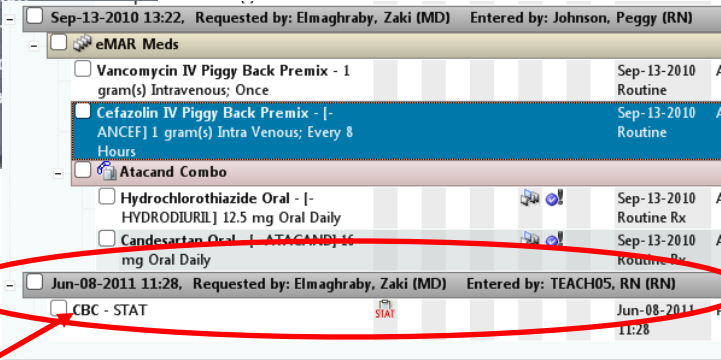
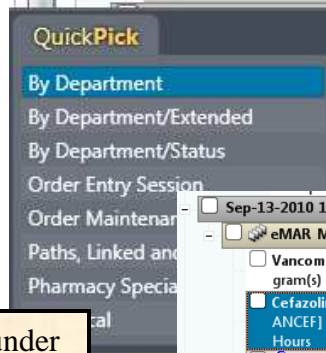


All orders for this chart for order dates from Jun-08-2011 ;
Display Format: **By Department**; Grouped/Sorted by: **Department and Order Date**

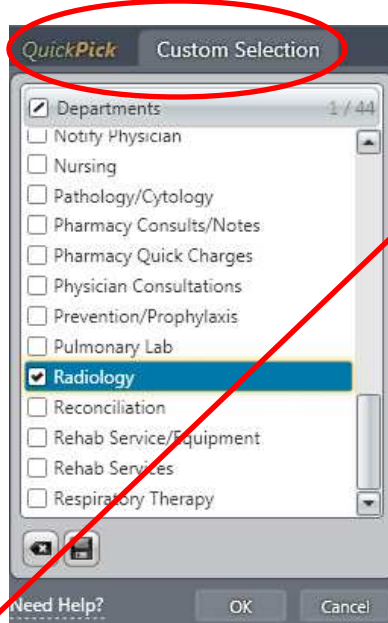
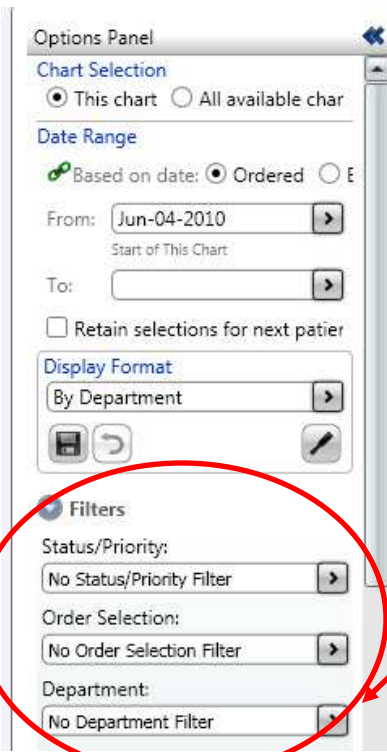
Note: When orders are filtered by Date, the date range will be stated above the list of orders.



Display Format: The default view on the Orders Tab is **By Department**. All orders are displayed under their respective departmental headers. To see orders in a **chronological format**, use the Display Format Quick Pick and choose: **Order Entry Session**. This may also be accomplished via the **Display Format Icon**



Note: This will show orders under **headers** showing the **date & time** of entry, who **requested** the orders and who **entered** the orders. (This is an easy way to see if orders were entered directly by the physician, or if the order was written and then transcribed.)



Other useful filters:
Status/Priority-
Order Selection-
Department – Click the arrow adjacent to Department Filter- there is no Quick Pick list, so scroll over to **Custom Selection**. You can pick **one or more departments** to display

Note: You will now only see the departments selected and the **filter icon** is visible

