
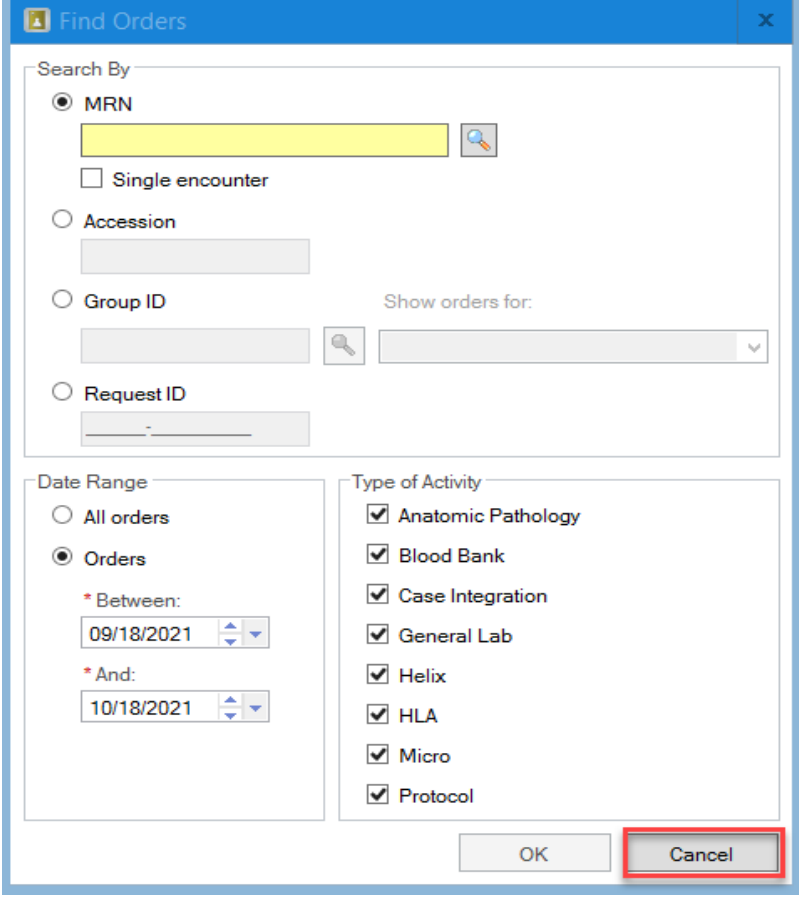


## Changing Search and Display Options in Order Result Viewer

**Purpose** To provide instructions on changing order search and viewing options in Order Result Viewer (ORV).

**Scope** This procedure is intended for all users.

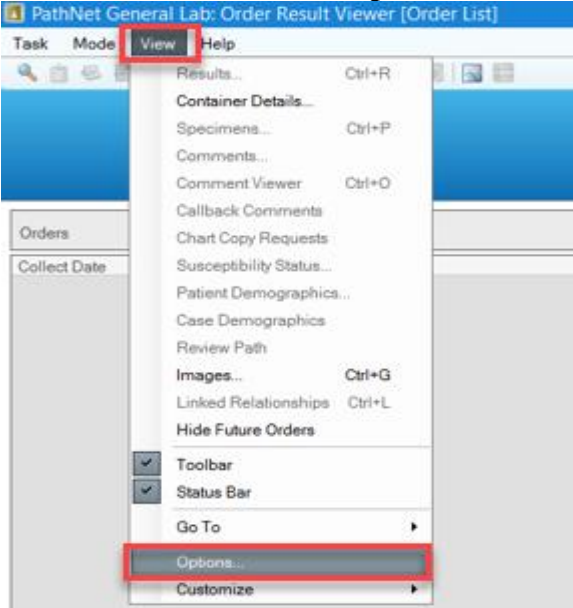
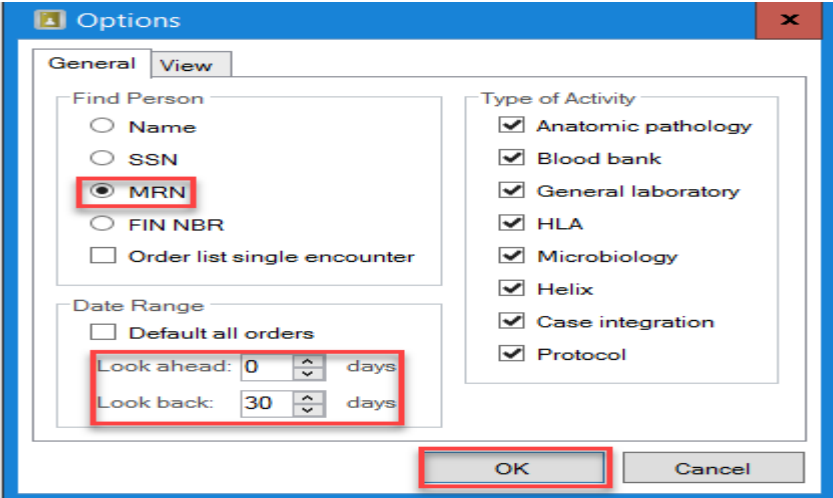
**Modify Search Option Defaults** Follow the steps below to modify search option defaults.

Step	Action	Icon
1	Click on the <b>Order Result Viewer (ORV)</b> icon on the Cerner Applications Bar (Appbar).	
2	<ul style="list-style-type: none"> <li>The <b>Find Orders</b> window appears.</li> <li>Click on <b>Cancel</b>.</li> </ul> 	

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## Changing Search and Display Options in Order Result Viewer, Continued


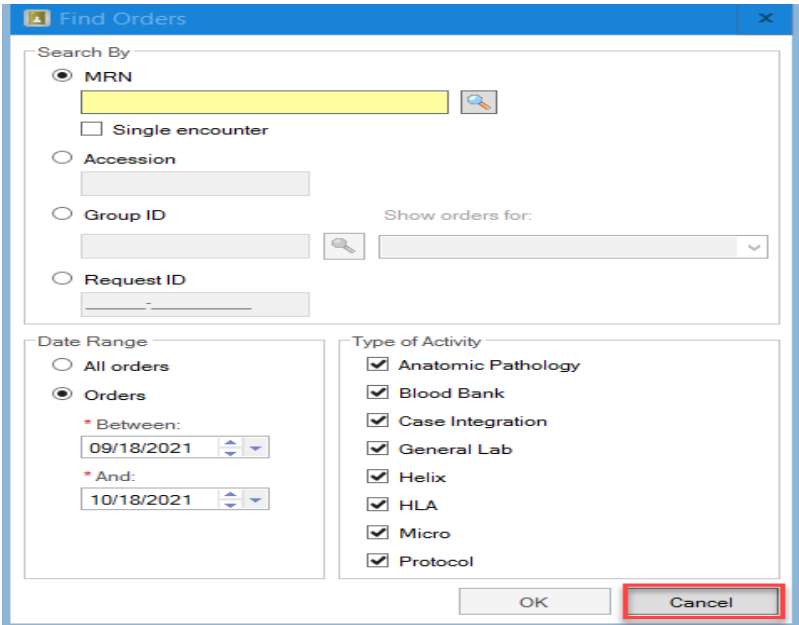
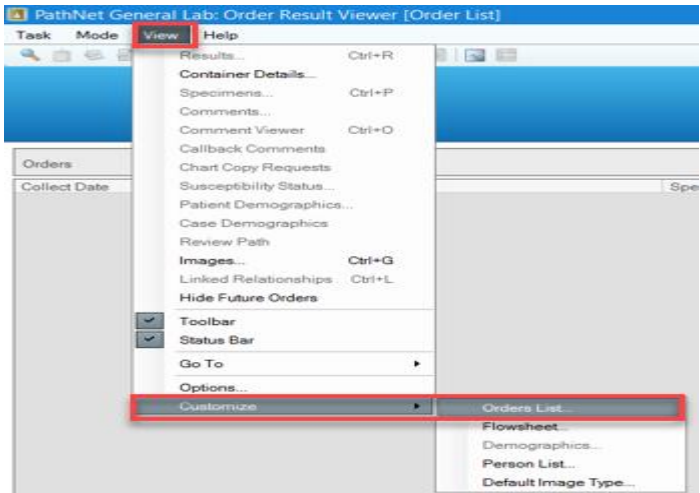
### Modify Search Option Defaults, continued

Step	Action
3	<p>Click on <b>View</b> on the toolbar, and select <b>Options</b>.</p> 
4	<p>The <b>Options</b> window appears.</p> <ul style="list-style-type: none"><li>• In the <b>Find Person</b> area, select the preferred search option (i.e., <b>MRN</b>).</li><li>• In the <b>Date Range</b> area, select the desired <b>Look ahead</b> and <b>Look back</b> days.</li><li>• Click on <b>OK</b>.</li></ul> 

## Changing Search and Display Options in Order Result Viewer, Continued

### Customize the ORV columns

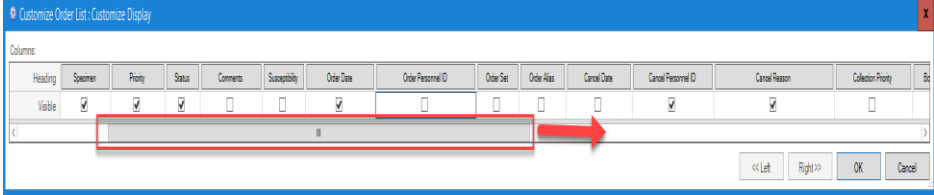
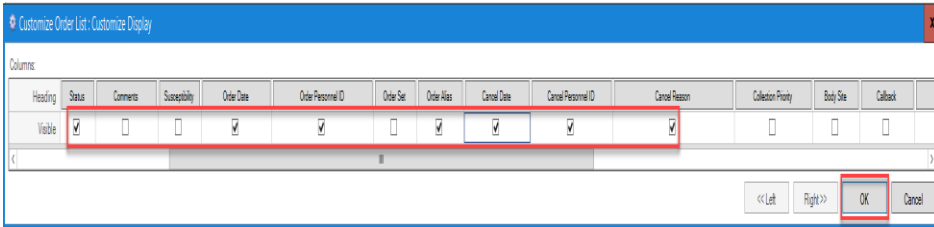
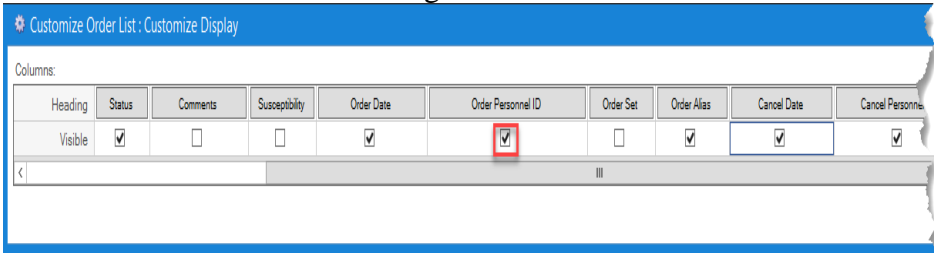
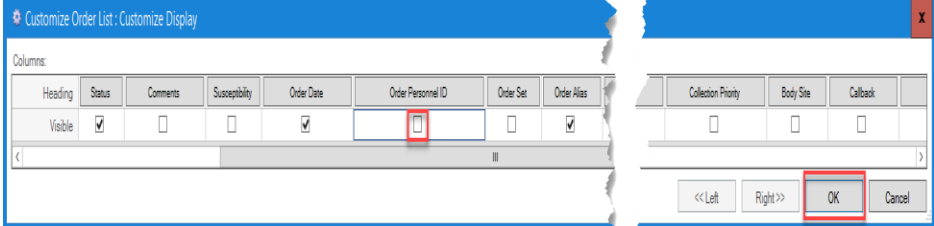
Follow the steps below to customize the Order Result Viewer (ORV) columns.

Step	Action	Icon
1	Click on the <b>Order Result Viewer (ORV)</b> icon on the Appbar.	
2	The <b>Find Orders</b> window appears. Click on <b>Cancel</b> . 	
3	<ul style="list-style-type: none"> <li>• Click on <b>View</b> on the toolbar.</li> <li>• Click on <b>Customize</b> and then select <b>Orders List</b>.</li> </ul> 	

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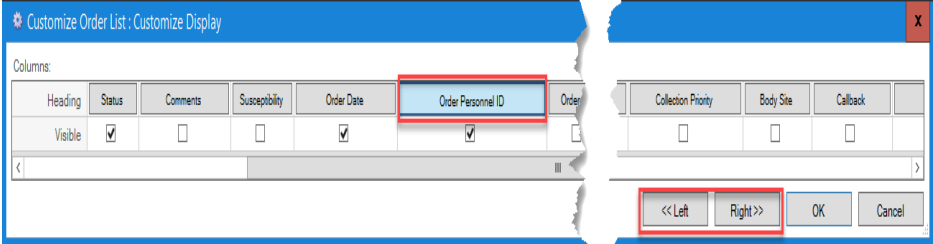
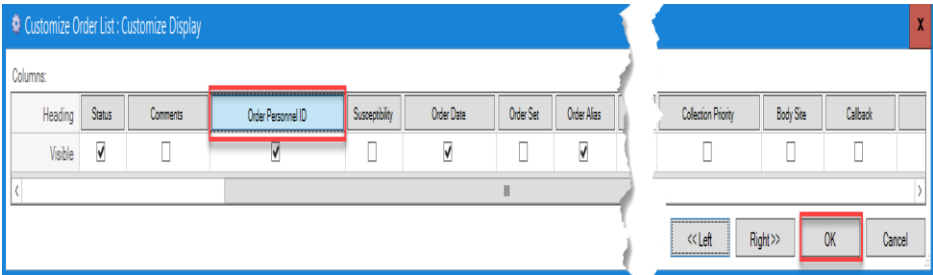
## Changing Search and Display Options in Order Result Viewer, Continued

### Customize the ORV columns, continued

Step	Action
6	<p>To <b>view additional display columns</b>, move the <b>scroll bar</b> at the bottom of the <b>Customize Order List: Customize Display</b> window to the right.</p> 
7	<ul style="list-style-type: none"> <li>To <b>add a column</b> to the ORV display, click on the check box below the column heading. A black check mark appears.</li> <li>Click on <b>OK</b>.</li> </ul> 
8	<ul style="list-style-type: none"> <li>To <b>deselect a column</b> from the ORV display, click on the black check mark below the column heading.</li> <li>Click on <b>OK</b>.</li> </ul>  <p>The check mark disappears.</p> 

## Changing Search and Display Options in Order Result Viewer, Continued

### Customize the ORV columns, continued


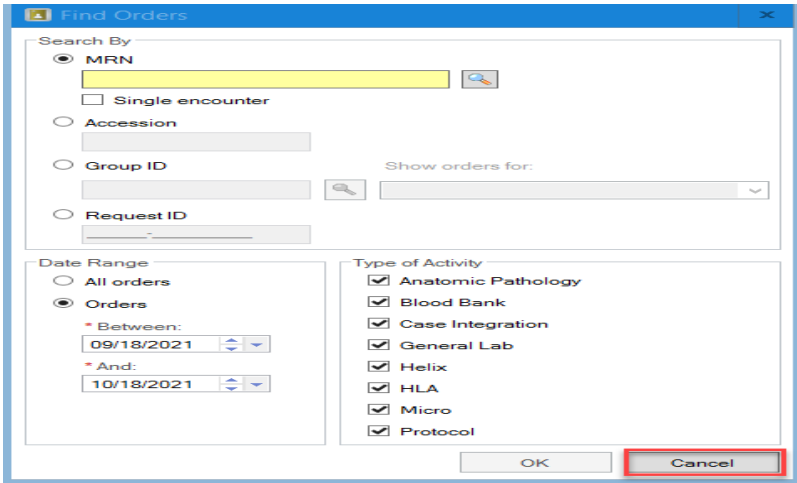

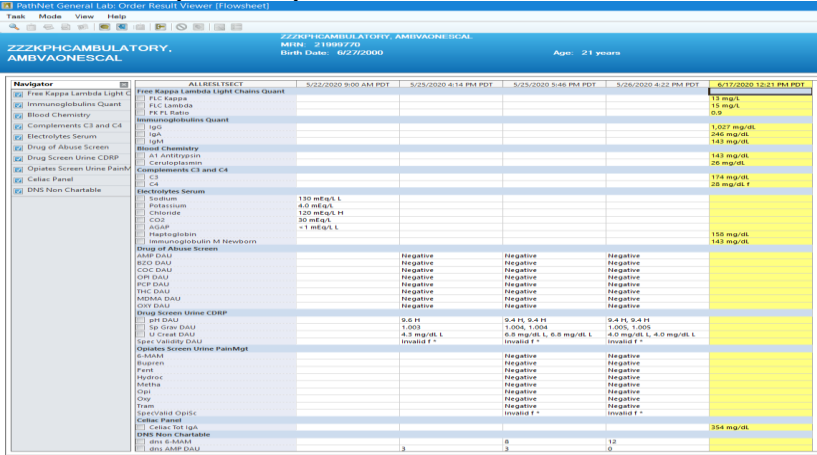
Step	Action
9	<p data-bbox="527 506 1437 611"> <b>To move the location of a column, click the heading, and then click the &lt;&lt;Left or Right&gt;&gt; button until the desired column is in the desired location.</b> </p>  <p data-bbox="527 913 1169 945"> <b>The desired column is now in the desired location.</b> </p> <p data-bbox="527 955 722 987"> <b>Click on OK.</b> </p> 

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# Changing Search and Display Options in Order Result Viewer, Continued

## Changing the Mode Option

Follow the steps below to change the mode option.

Step	Action	Icon
1	Click on the <b>Order Result Viewer (ORV)</b> icon on the Appbar.	
2	The <b>Find Orders</b> window appears. Click on <b>Cancel</b> .	
3	<ul style="list-style-type: none"> <li>Click on <b>Mode</b> on the menu bar.</li> <li>Select <b>Flowsheet</b> (make sure that there is a check mark to the left of Flowsheet).</li> </ul>  <p>Below is an example of a spreadsheet view of test results.</p> 	

## Changing Search and Display Options in Order Result Viewer, Continued

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**Controlled Documents**

The following controlled documents support this procedure.

<b>Job Aid</b>
Locate Information in Order Result Viewer
Change Search and Display Options in Order Result Viewer
Pocket Guide – Receptionist
Pocket Guide – Lab Assistant
Pocket Guide – Lab Assistant SWL
Pocket Guide – SPD and CSC SWL
Pocket Guide – CLS MC/MOB
Pocket Guide – CLS SWL

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