

Modify List View Columns

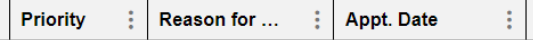
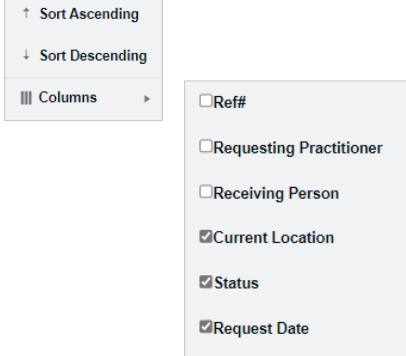


Quick Reference Guide

Changes to the Waitlist Display applies to all Dashboard Lists (Notifications & To Do Lists) as well as the complete Surgical Consultation Waitlist (Menu: eRequests → Surgical)

Change the Display Columns on your View



Any changes made to the display are automatically saved to your user account and will be applied to any list you open

<p>Add new columns to the display screen</p>	<ul style="list-style-type: none"> Click the ellipsis icon on any column  <ul style="list-style-type: none"> Select Columns and select the checkbox for all columns you wish to include in your display 
<p>Change column order</p>	<ul style="list-style-type: none"> Left-click and hold the mouse on the column name Move the column to another location Release the mouse 
<p>Modify column length</p>	<ul style="list-style-type: none"> Click and hold on the line between columns to change the width of the column to the left ← →
<p>Sort column order</p>	<ul style="list-style-type: none"> Click the ellipsis of the column you want to sort by and select Sort Ascending or Sort Descending  <p>Alternatively, clicking once on the column will automatically Sort Ascending. When clicked on again, will automatically Sort Descending</p>

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Quick Reference Guide

Understanding Display Columns

Waitlist Display Column *Functions*

- Changes made to the column display are permanent until changed by the user and will apply to any type of waitlist displayed
- Display columns can be hidden or displayed
- Display columns can be re-ordered
- Column names/data display space can be narrowed or widened
- Data within the columns can be sorted in ascending or descending order
- Only the **Name** column displays a hyperlink that when clicked will open the patient record

Recommended Display columns and sort order:

- Current Location
- Status
- Request Date
- Name *sorted ascending*
- Priority
- Reason for Referral
- Appt. Date
- Contact Attempt Count
- Action Date

Current Location	Status	Request Date	Name	Priority	Reason for Referral	Appt. Date	Contact Attempt Count	Action Date
Bohm, Eric - Clinic	Awaiting Acceptance	23/01/2024 9:00:00 AM (6 Days)	Deehdeeh, Dodos		Ortho - KNEE		0	08/03/2024 7:25:08 AM
Bohm, Eric - Clinic	Awaiting Scheduling	22/01/2024 12:00:00 AM (5 Days)	Dieffenbachia, Floore	Urgent	Ortho - KNEE		0	13/02/2024 11:21:28 AM
Bohm, Eric - Clinic	Awaiting Scheduling	01/12/2023 12:00:00 AM (46 Days)	Green, Parakeet	Elective	Ortho - HIP		0	06/02/2024 7:14:52 AM





The most useful column names have been bolded

Column Name	Definition
Action Date	The last time a user progressed the case from one state to another <i>This would not reflect the last time a case may have been edited; only the last time an action button was selected by a user</i>
Appt. Date	Appointment Date and Time <i>This will be blank if no appointment has been logged</i>
Contact Attempt Count	Total number of unsuccessful Patient Contact Attempts
Current Location	Assigned Surgeon Office
Current Service Type	Displays the Service/Section selected when the record was created
Last Appt. Contact	Most recent Date/Time of an unsuccessful Patient Contact Attempt from the Patient Contact Attempts accordion
Last Appt. Contact Type	Most recent Contact Outcome of a Patient Contact Attempt
Locked By	N/A; for Administrators use only
Name	Patient Name displayed as Last, First name <i>Click on the patient name hyperlink to open the eRequest record</i>

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Understanding Display Columns

Receiving Person	Name of the Surgeon assigned to an eRequest that was generated by Central Intake, Hip & Knee
Priority	Priority assigned to the eRequest from the Triage Accordion
Reason for Referral	Displays the reason for the referral that was selected in the Referral Accordion drop-down field
Ref#	A unique system generated number associated to the record <div style="border: 1px solid green; padding: 5px; margin-top: 10px;">  Include this column in the display when printing a filtered list that does not have patient name included in the output </div>
Request Date	Date / time the referral was requested and the calculated total days waiting
Requesting Practitioner	Name of the Program/Surgeon Office that generated the record. <i>If a Surgeon has direct referrals and receives referrals from Central Intake Hip & Knee this column will be able to differentiate cases</i>
Requisition Type	Displays the Service/Section
Routed Date	Date the case was assigned to an Orthopedic Surgeon by Central Intake Hip & Knee
 	<p>Displays the status of the record</p> <p>Status values will appear shaded in blue on the list display.</p> <p><i>If there are unread messages on the eRequest, a red envelope will appear before the status</i></p> <ul style="list-style-type: none"> • Awaiting Acceptance • Awaiting Scheduling • Awaiting Visit • Outcome Required • Awaiting Transfer to Wait List • Awaiting Routing* • Returned to Central Intake* <p><small>*Only applicable to Central Intake Hip & Knee</small></p>
Unread Messages 	<p>Envelope icon is displayed if there are unread messages</p> <p><i>Unread Message alerts are also displayed on the Status column and the Notification List automatically filters records with unread messages</i></p>

Note: at the time this QRG was created there were (2) duplicate values in the list, however one set is not used by Manitoba (Last Appt Contact & Last Appt Contact Type). If you see a duplication, include both versions on the list and remove the one that does not have any data. To see if there is any data in a column, sort the column in descending order