

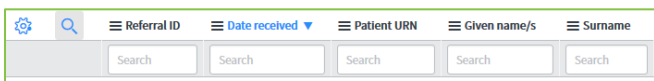


Smart Referrals Workflow Solution (eRefer)

Personalise List Columns

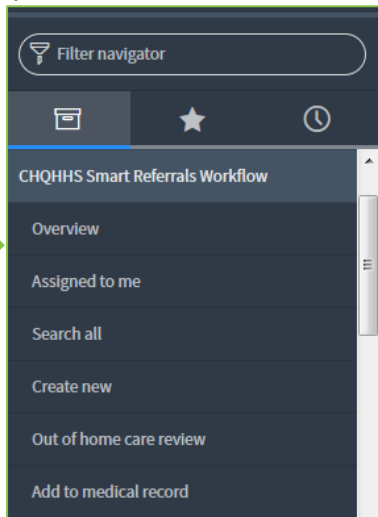
You can personalise list columns by:

- Adding columns
- Removing columns
- Reordering columns

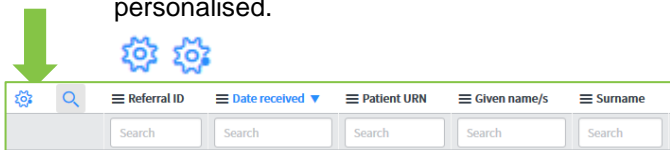


Open 'Personalise List Columns'

1. View a list, e.g. open the **Assigned to me** queue.

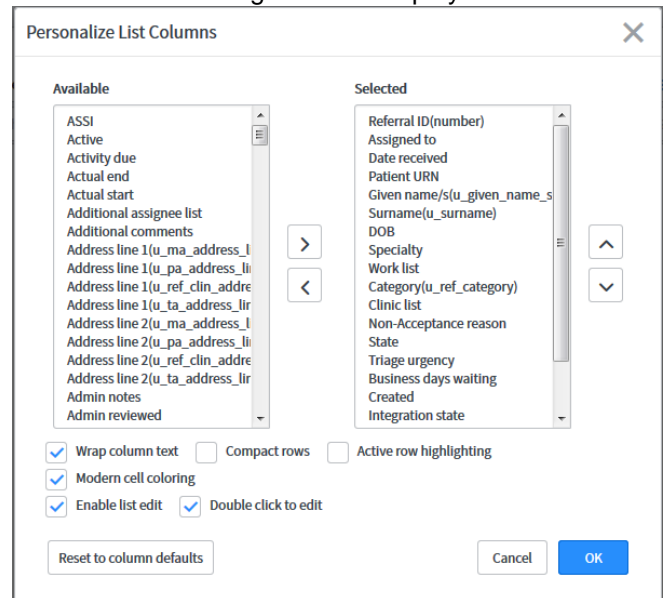


2. Once the list has opened, click the gear button to open **Personalise List Columns**. A gear with a dot (right) means the list has been personalised.



Note: Lists that cannot be personalised will not have a gear button

3. The following view will display:



The left section **Available** displays which columns that can be added to the list view. The right section **Selected** are the currently visible columns.

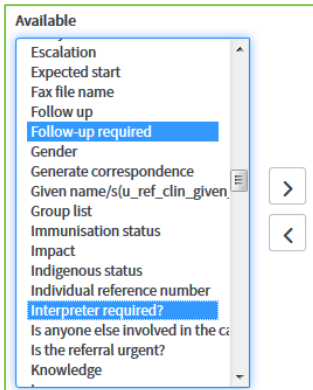
The order of columns in **Selected** determines the displayed order. For example, *Referral ID* is the first displayed field.

Note: Different types of lists will have different available columns. For example, referrals may have different available columns to referral tasks.

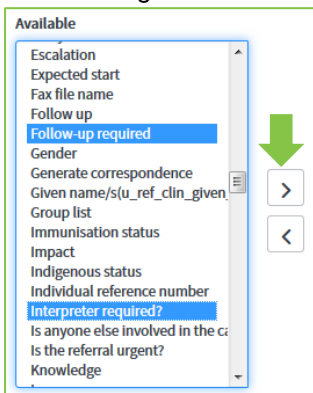


Add columns

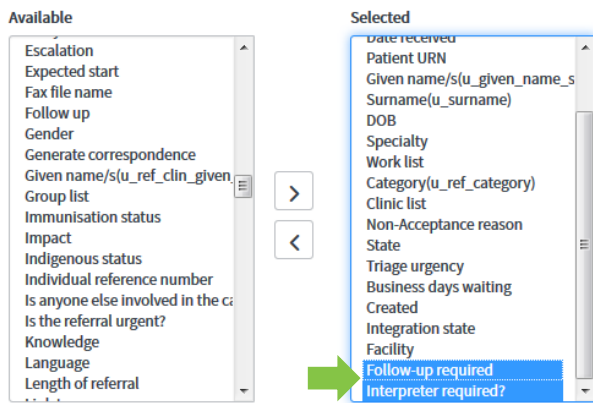
- In **Personalise List Columns** select one or more entries in **Available**. Hold Ctrl or Shift to select more than one entry.



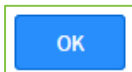
- Click the Right arrow



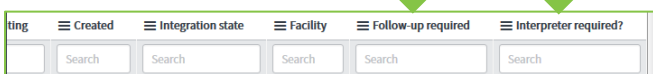
- The selected fields will move from **Available** to **Selected**



- Click the OK button to save changes



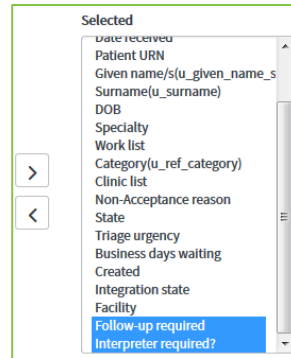
- The columns moved into **Selected** are now visible on the list



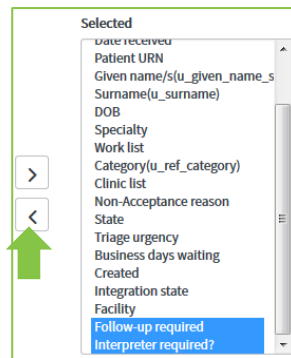
Note: Not all Available columns will contain relevant information.

Remove columns

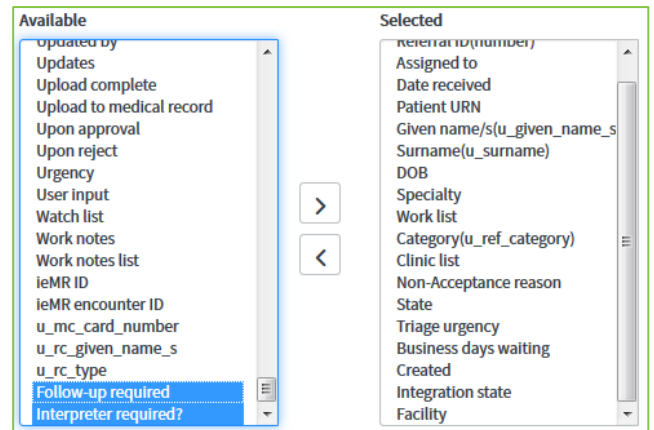
- In **Personalise List Columns** select one or more entries in **Selected**. Hold Ctrl or Shift to select more than one entry.



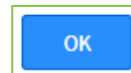
- Click the Left arrow



- The selected fields will move from **Selected** to **Available**



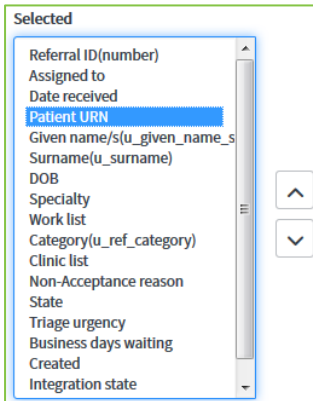
- Click the OK button to save changes



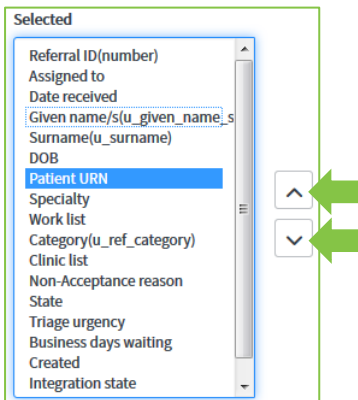
- The columns moved into **Available** are no longer visible on the list

Reorder columns

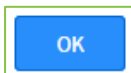
1. In **Personalise List Columns** select one or more entries in **Selected**. Hold Ctrl or Shift to select more than one entry.



2. Use the up and down arrows to move the selected field/s.



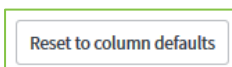
3. Click the OK button to save changes



4. The order of columns will be updated on the list

Reset columns to default

1. In **Personalise List Columns** click the button **Reset to column defaults**



2. The list columns will be reset to the default.

How to get help

For support contact the OPD Management team by email at LCCH.OPDManagement@health.qld.gov.au or by calling 3068 1999 (select option 3).

Application and technical support can also be accessed through the IT Support Centre by calling 1800 198 175.