



ieMR Advanced

## Manage monitors view

### PharmNet

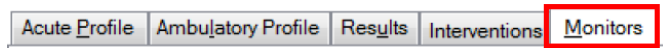
#### Quick reference guide

Pharmacists can utilise the Unverified Orders Monitor (UVOM) in PharmNet to assist with supply arrangements or identification of new high risk medication orders.

**Note:** It is not appropriate for a Pharmacist to complete a full clinical review via Pharmnet

### Open Edit View

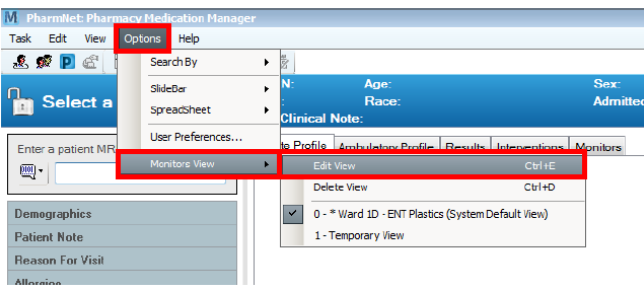
1. Login to the *Pharmacy Medication Manager* (also known as *PharmNet*) page.
2. Navigate to the *Monitors View*.



**Note:** If the Monitors View has not yet been customised, the system will need time to load.

The mouse cursor will appear as normal, however allow up to 15 mins for the tab to display: **No unverified orders exist** before proceeding to Step 3.

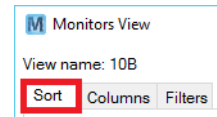
3. Select *Options* from the tool bar, expand the subheading *Monitor's View* and click *Edit View*.



**Note:** Hold down the "Control" key and the letter "E" key as a short-cut to edit the Monitor's View.

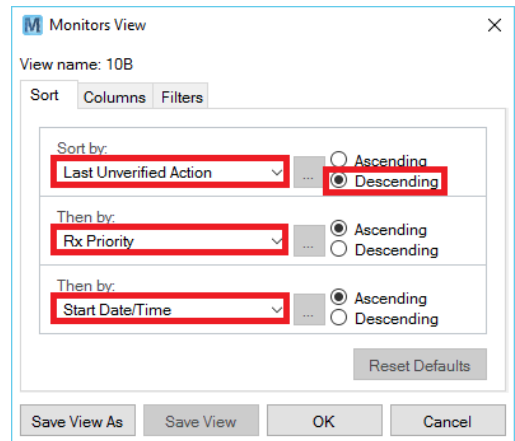
## Customise Sorting

1. Select the *Sort* tab



2. Select desired sorting.

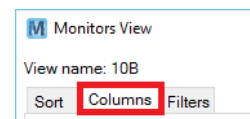
A proposed selections for the *Sort* tab are depicted below:



Other helpful sorting options may include *Medical Service*, *Name* or *Nurse Unit*.

## Customise Columns

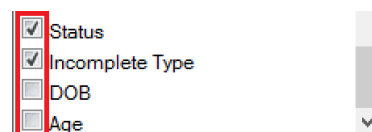
1. Select the *Columns* tab



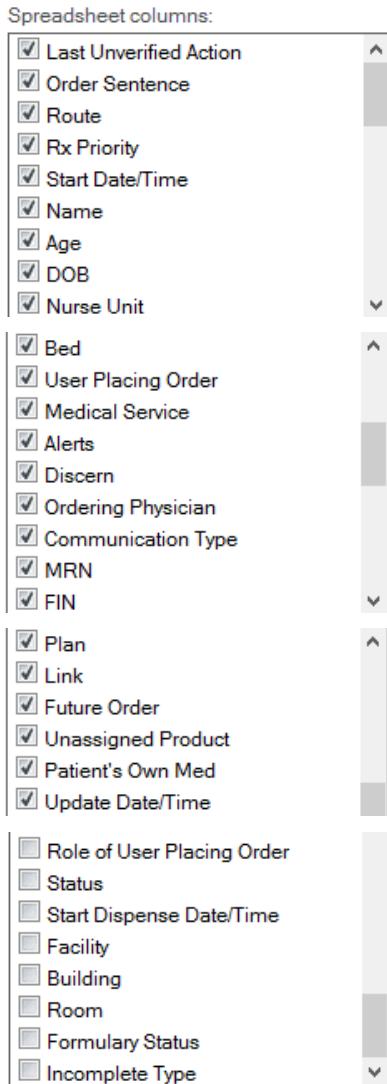
2. Use arrows to reorganise Columns



3. Double click on Check Boxes to either Select or De-select a column

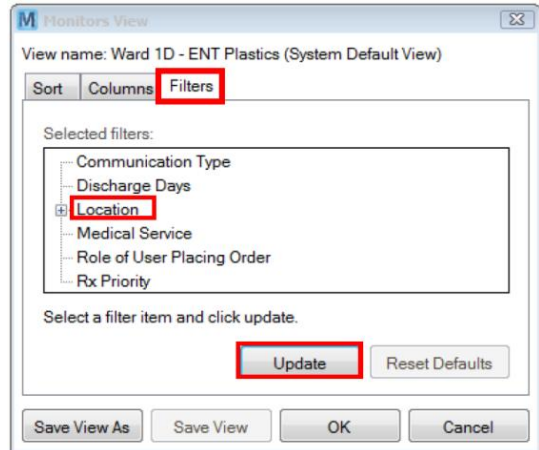


A proposed sorting and selection of *Columns* is as depicted as per below:



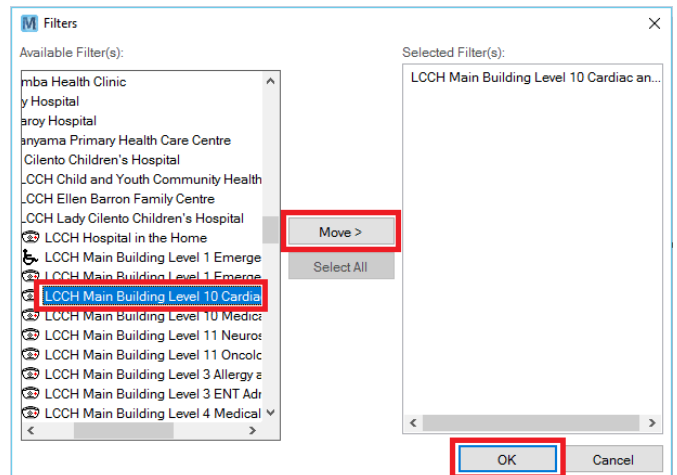
### Create Location Filter

1. Select the *Filters* tab, highlight *Location* and then click *Update*.

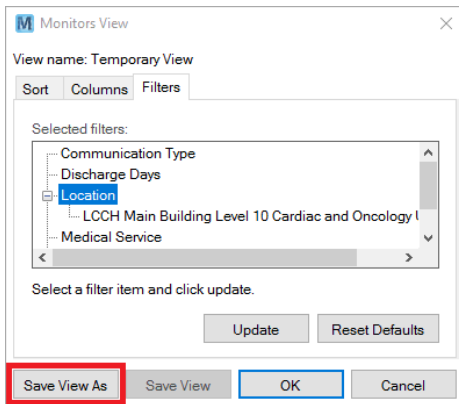


2. From *Available Filter(s)*, select the appropriate ward and click *Move*.

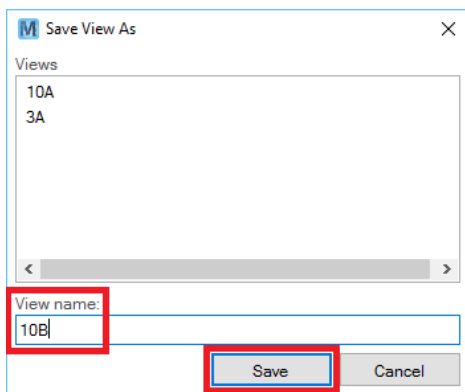
Once the correct location is populated on the Right in *Selected Filter(s)*, click *OK*. This may take a minute to load.



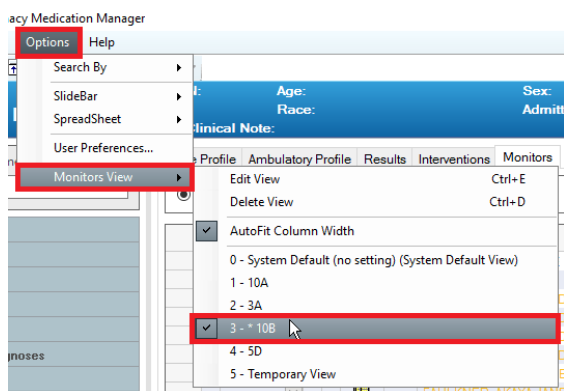
3. Select *Save View As*.



4. Specify the *View Name* then select *Save*.



5. Select *Options* from the menu bar, expand the subheading *Monitor's View* and select the relevant view.



6. From the *Monitors* tab, you will now see all unverified orders for the selected location.

