

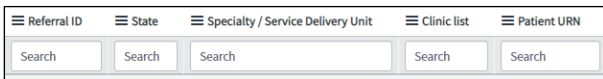


# Smart Referrals Workflow Solution

## Personalise List Columns

You can personalise list columns by:

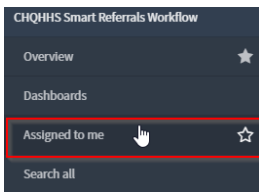
- Adding columns
- Removing columns
- Reordering columns



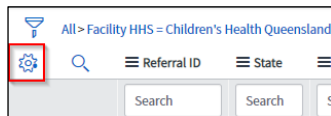
To personalise list columns, follow the below instructions.

**Note:** Some lists may not be customisable. Lists that do not have a gear button cannot be personalised.

1. Choose a list to customise (e.g. open **Assigned to me** queue).



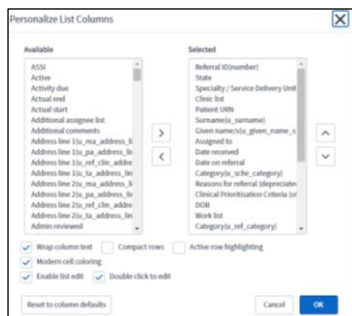
2. Click the gear button to open **Personalise List Columns**.



**Note:** A gear with a dot (right) means the list has been personalised.



3. The following view will display

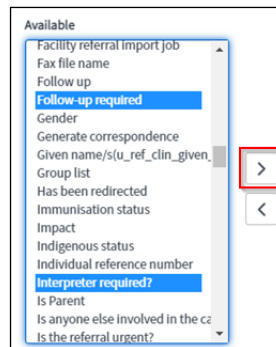


4. The left section **Available** displays columns that can be added to the list view. The right section **Selected** are the currently visible columns.

The order of columns in **Selected** determines the displayed order.

## Add Columns

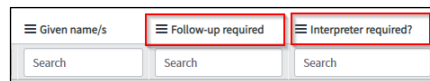
1. In **Personalise List Columns** select one or more entries in **Available**. Hold Ctrl or Shift to select more than one entry.
2. Click Right arrow



3. The selected fields will move from the **Available** column to the **Selected** column.

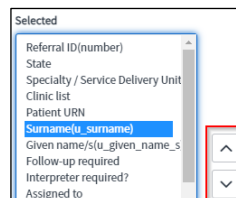
4. Click **OK** to save changes.

The columns selected will now appear as list items.



## Reorder Columns

1. In **Personalise List Columns** select one or more entries in **Selected**.
2. Use the up and down arrows to move the selected fields.



3. Click **OK** to save changes.



The order of columns will display as updated on the list.

## Reset columns to default

1. In **Personalise List Columns** select **Reset to column defaults**.



2. The list columns will be reset to default.

### How to get help

For support contact the Health Informatics team by email at [CHQ\\_DigitalFuture@health.qld.gov.au](mailto:CHQ_DigitalFuture@health.qld.gov.au) or by calling 3068 1999 (select option 1).

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