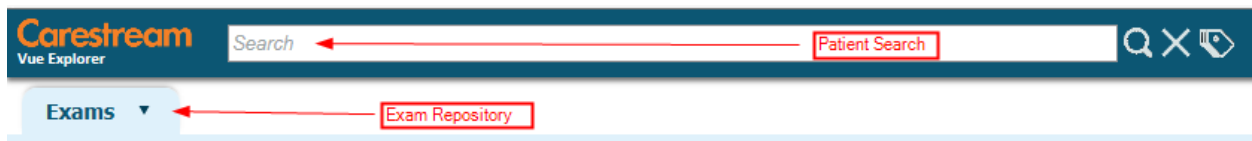# Start Up Guide for Vue Explorer Order Entry

1.1 Accessing Vue Explorer

1. Type the URL below in your browser:

https://192.168.200.46/archive

2. Enter your user name and password.
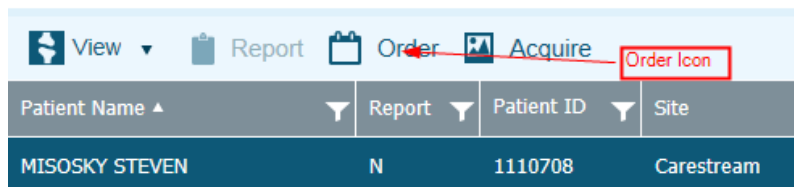
3. Click **Log In**.

1.2 Creating an Order

1. Search for the desired patient in the Search Box, either by name or patient ID.

2. Ensure the repository is set to **Exam** (see above)
3. Highlight the desired exam and click on the "Order" Icon in the top toolbar (see below)

4. The Order form will appear and you will need to input all mandatory fields as well as review all other fields. The fields include:
   a. Number of Images
   b. Procedure Code

c. Referring Physician

d. Reason for Study

5. Once complete, click on **Create** at the bottom of form

1.3 Updating an Order

You can view and update an order from the **Exams or Order** repository.

1. In the data display area, highlight the exam

2. Click **Order** in the toolbar.

3. Once you have pulled up the order form, you can make the changes and click **Update.**

1.4 Adjusting Columns in the Grid Display

You can adjust column (filter) headings in the data display area. The changes you make to the columns are saved and used the next time you log in.
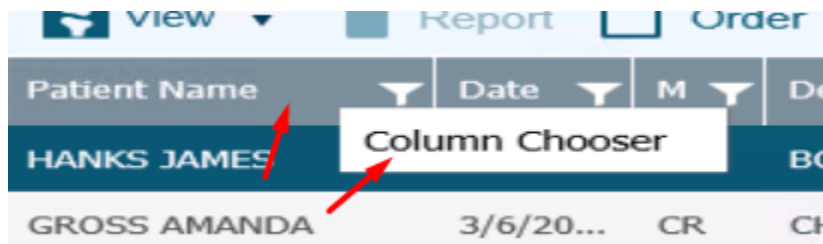
- To move columns, drag a column to the right or left.

- To change column width, point to the border between two adjacent column headings and drag to the position you want.

- To add and remove columns –
    1. Right-click the column heading and click **Column Chooser**.

2. Select columns you want to include in the grid display and cancel the selection of columns you want to remove from the display (see below).

3. Close the window by pressing **OK**

1.5 Sorting the List in the Grid Display

1. Click a column heading to sort the list by that column.

You will notice a white triangle in the heading, which indicates whether the sort order is ascending or descending.

2. Click the column heading again to reverse the sort order.

For secondary sorting, shift-click the second column by which you want to sort.
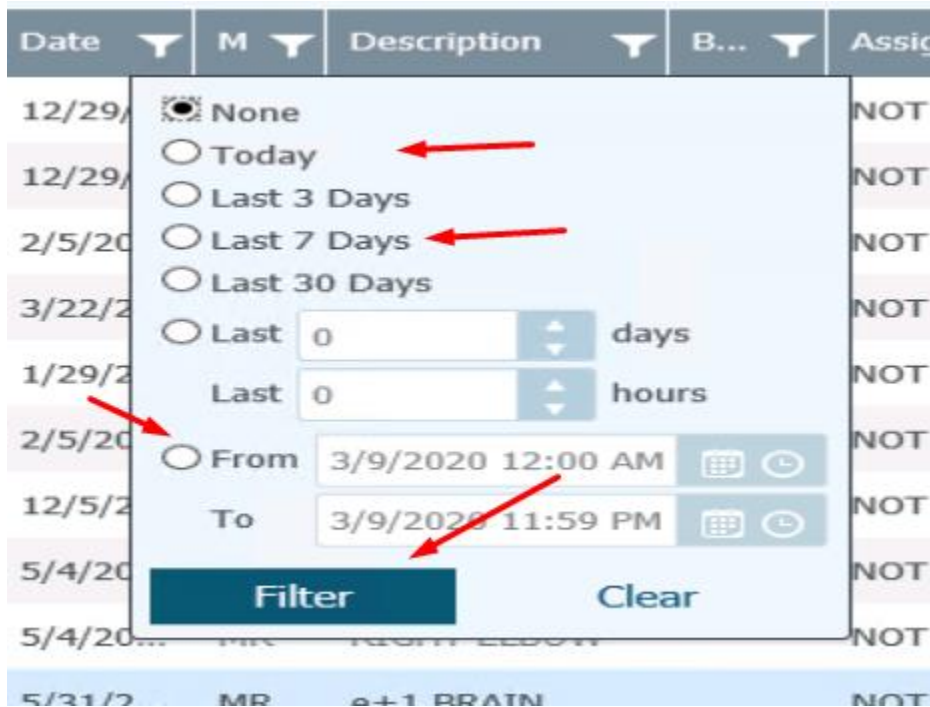
1.6 Filtering Data in the Archive

You can filter the data displayed in the data display area by using specific filtering criteria. The column headings in the grid act as filter fields.

1. Click the filter icon to the right of the column heading, make your selection, and then click on **Filter.**
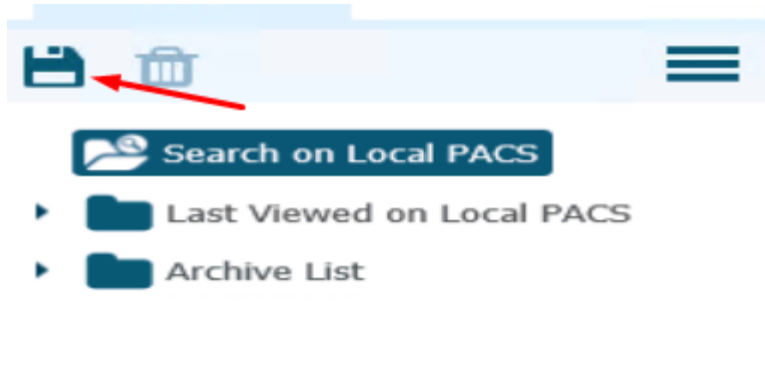

Depending on the specific data in the column, either a text box or relevant filtering options appear.

2. To filter a second column, click the filter icon to the right of the next column heading, you're your selection, and click on **Filter.**
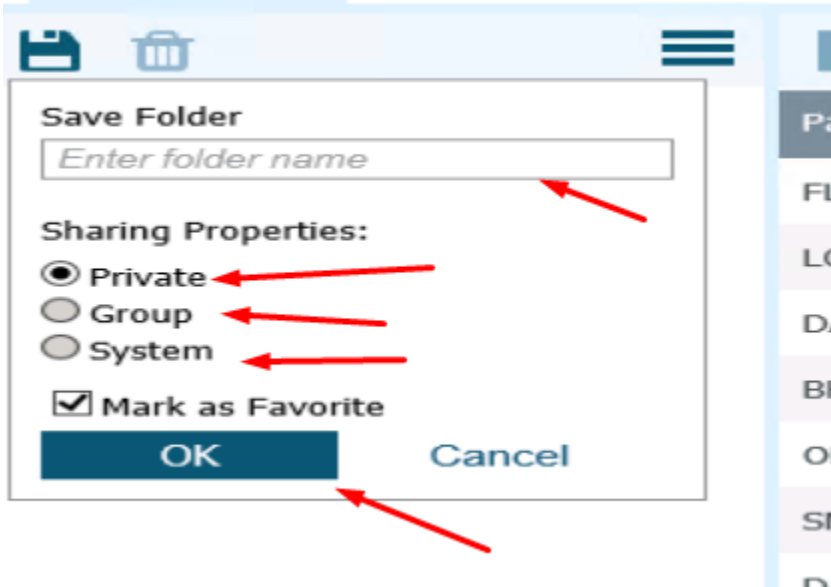

1.7 Saving a Filter Folder

1. To save a filter as a folder, click **Save Folder** in the folder pane toolbar.

2. In the **Save Folder** window, type in a name and assign a sharing property of private (see below)

1.8 Setting the Home Folder

The home folder designates a particular folder that displays its content when you log in to the Vue Explorer. If you specify a home folder or a home folder has been specified for you, the folder is automatically selected in the left pane when Vue Explorer opens. You should designate the folder you use most frequently as your home folder.

1. To specify the home folder, go to the **Options** icon in the folder pane toolbar and click **Set as Home** in the menu (See below)