



## ORCA – Enhanced View FAQ

### 1. Where is my Patient List? View Scheduling? Links and Reports?

Click the down arrow  on the right of the **Organizer Toolbar** to see any hidden items.

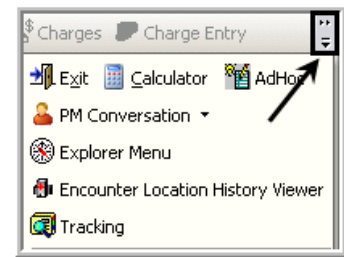
You can also permanently see all items by rearranging toolbars. Click and hold the 4 vertical dots  on the left of the **Task Toolbar**. Drag it down and to the left of the **Links Toolbar**. This gives each toolbar its own row so all items show.



### 2. I can't find Ad Hoc charting, Explorer Menu, or the Encounter Location History Viewer.

To see any hidden items click the down arrow on the right of the **Task Toolbar**.

You can also move the whole toolbar to its own row as explained in #1 above.

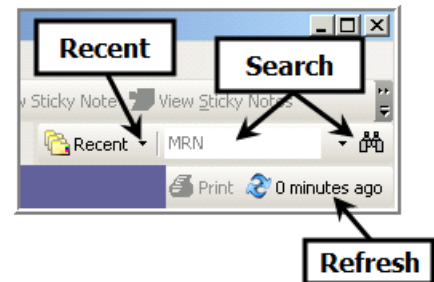


### 3. Where is the Patient Search?

On the right hand side of the screen at the end of the purple bar. Enter the MRN in the white field and hit **Enter** or click binoculars to see the search window.

### 4. Where is the "As Of" (Refresh) button?

It now displays as **# minutes ago** and is on the right hand side of the screen at the end of the purple bar.



### 5. Where is the list of my recent patients?

On the right hand side of the screen at the end of the purple bar. Click the down arrow next to the word Recent.

6. **Where is the yellow folder I use to start my PowerNote?**

It shows under the purple bar when IVIEW & PowerNote is selected.

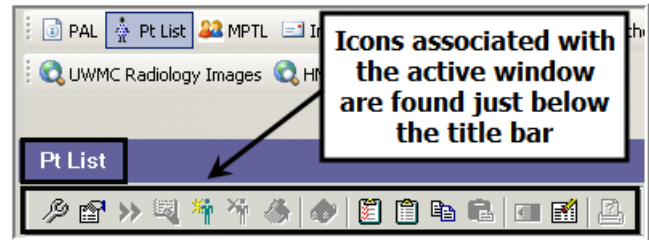


7. **Where is the Associate Monitor button?**

It shows under the purple bar when IVIEW & PowerNote is selected.

8. **Where is the icon I was accustomed to using?**

Icons which are associated with a particular window or function can now be found under the purple title bar for that window.



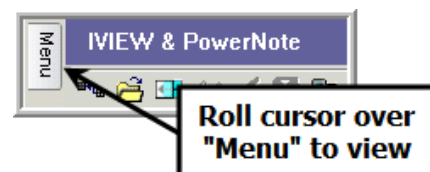
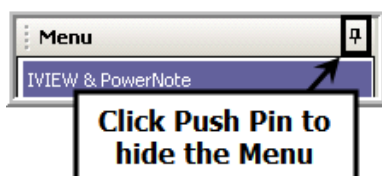
9. **What happened to MD Summary? Immunizations? Other tabs?**

Several items on the **Menu** have changed names. See below.

Current Name	New Name
Alerts	Alerts Summary
Cultures	Lab Cultures
eMAR	Med Admin (MAR)
eMAR Sum	Med Admin Sum (MAR)
IO Review	I&O Results
IVIEW & PN	IVIEW and PowerNote
MD Summary	Chart Summary
Org vs. Drug	Lab Organism vs. Drug
Other Diagnostics	Diagnostics Other
Problem List (under Pt Info)	Diagnoses & Problems
Pt Info	Demographic Info
Pt Plan Sum	Plan Summary
Pt Status Sum	Status Summary
Pt Visits	Visits

10. **The Menu is taking up too much space on my screen.**

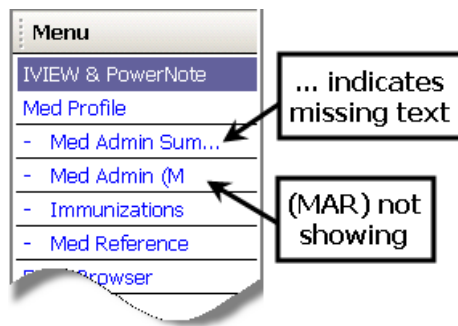
The **Menu** can be closed by clicking the **Push Pin**. To view the closed **Menu** roll your cursor over the word **Menu**. Click the **Push Pin** again to hold the **Menu** open.



**11. I can't find my eMAR (or see the names of all items) on the Menu.**

The font size on the computer is probably set to **Large**.

- a. Right-click on the desk top
- b. Select **Properties**
- c. Click **Appearance** tab
- d. Set **Font size:** to **Normal**



*Note: If preferred for visual ease, font can be left at large. Menu items will not display fully.*

