

Configuring the My Tab

1. The My Tab enables you to create your own set of frequently used tests which enables you to select all the tests with a single tick.

2. You can add tests which are available on the eOrder web form.
3. If you are unable to find the test you require, please send a request to helpdesk@eorder.co.nz to have it added to the Additional My Tab Tests group.
4. The My Tab is user specific. Each user needs to set it up for him/herself.
5. For this reason, it is often more efficient for the practice to send the list of test groups to the eOrder team for setup for ALL users.
6. Click on the blue cross to open the Ordering Group form.
7. Type the name of the test group in the Ordering Group Name field.
8. The Display position controls the order in which your groups will be listed on the page. Pink infills show a group at that position already.

9. To add tests to your group, type a few characters of the test name into the Search field and click on the Search button.

Name	Code	Order
Haemoglobin A1c [HbA1c]	ORD-GLY	Antenatal Form
Haemoglobin A1c [HbA1c]	ORD-GLY	Standard Lab Form

10. To add an item to your group click on it. It will then be displayed in the lower pane. (Group Contents).

Group contents	
Name	Code
<input checked="" type="checkbox"/> Haemoglobin A1c [HbA1c]	ORD-GLY

11. Continue adding until your group is complete. Then click on the Save and Close button at the bottom of the screen.
12. You can hover over your group to see the tests included in it.
13. If you need to edit the group, right-click on on the last letter of the group title and select the Edit option.

14. Click on the Red Cross to delete an item from the group.

Group contents	
Name	Code
<input checked="" type="checkbox"/> Complete Blood Count	ORD-CBC
<input checked="" type="checkbox"/> Ferritin	ORD-FER
<input checked="" type="checkbox"/> Liver Function Tests	ORD-LFT

15. Add extra tests exactly as before.
16. To Delete an Order group, right click and choose Delete.
17. When you make your selection of tests using the My Tab, the tests are automatically ticked in the tabs where these orders are located.