Quick Reference Guide
Reviewing Order Sets in ViewSpace

I. To Review an Order Set in ViewSpace

A. To Leave a Line Item Comment:

- Select the item about which you want to comment.
- Click the "Start New Topic" link in the "Item Comments" field (upper right).
- When the dialog box opens, enter your comment in the "Comment" field.
- If there is a "Rating" rating field, click the radio button next to your rating.
- Click the "Save" button.

B. To Reply to an Item Comment:

- Select the item about which you want to comment.
- Select the comment to which you want to reply.
- Click the "Reply" link in the "Item Comments" field (upper right).
- When the dialog box opens, enter your comment in the "Comment" field.
- If there is a "Rating" rating field, click the radio button next to your rating
- Click the "Save" button.

C. To Edit an Item Comment:

- Select the item containing the comment you want to edit.
- Select the comment you want to edit.
- Click the "Edit Topic" link in the "Item Comments" field (upper right).
- When the dialog box opens, edit your comment in the "Comment" field.
- Click the "Save" button.

D. To Leave a General Feedback Comment:

- Click the "Start New Topic" link in the "General Feedback" field (lower right).
- When the dialog box opens, enter your comment in the "Comment" field.
- If there is a "Rating" rating field, click the radio button next to your rating
- Click the "Save" button.
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E. To Edit a General Feedback Comment:

- Select the item containing the comment you want to edit.
- Select the comment you want to edit.
- Click the "Edit Topic" link in the "Item Comments" field (upper right).
- When the dialog box opens, edit your comment in the "Comment" field.
- Click the "Save" button.

F. To Reply to a General Feedback Comment:

- Click the comment to which you want to reply.
- Click the "Reply" link in the "General Feedback" field (lower right).
- When the dialog box opens, enter your comment in the "Comment" field.
- If there is a "Rating" rating field, click the radio button next to your rating.
- Click the "Save" button.

G. To View Evidence:

- Click an 🅩 or 🅖 icon on the order set.
- Click the "Evidence" link at the top of the page.
- The evidence will open in a separate window.
- Click the ❌ icon in the upper right corner to close the window and return to the order set.

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H. To View a Performance Measure:

- Hover your cursor over an 🏅 icon.
- The information will display in a pop-up box.

I. To View Medication Information:

- Select any line with an 📄 icon.
- Click the "Drug Info" link at the top of the page.
- Select a type of information from the drop-down menu.
- The information will open in a separate window. You may change information types on the drop-down menu.
- Click the ❌ icon in the upper right corner to close the window and return to the order set.