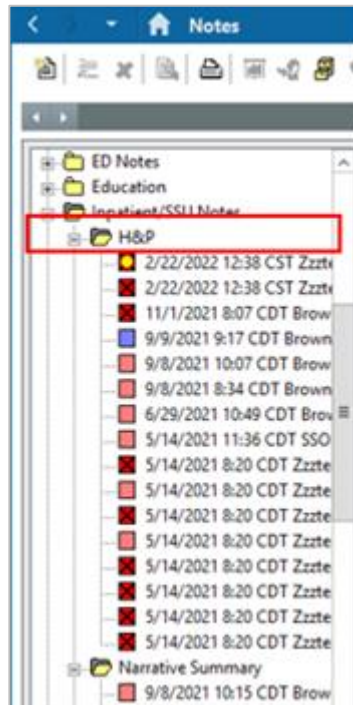


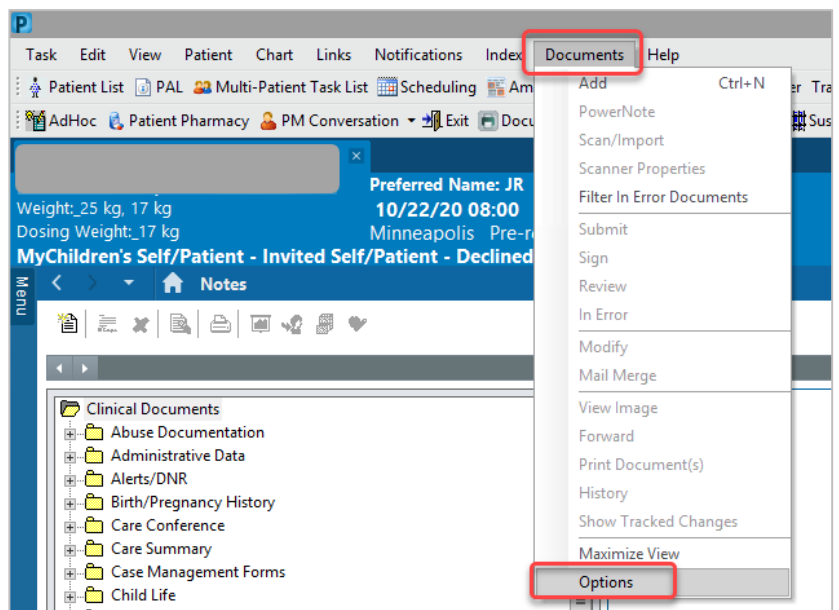
Create Default Expandable Folders

Folders can be set up to default to an expanded view to quickly view notes. This prevents having to expand a folder every time you are searching for a document.

1. From an open patient chart, open the **Notes** view.
2. Note the folder(s) name(s) you would like to expand by default.



3. From the Cerner toolbar, click **Documents** and select **Options**.



Create Default Expandable Folders

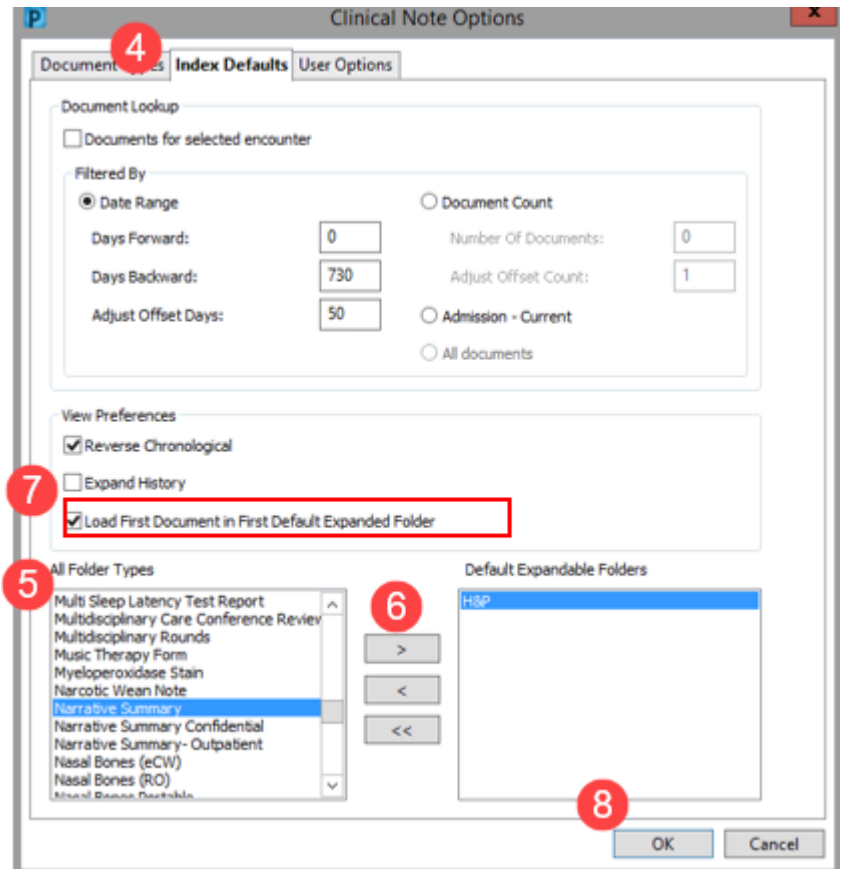
4. Click the **Index Defaults** tab.
5. In the **All Folder Types** section, locate the folder.
Tip: Begin typing the name of the folder to quickly locate it from the list.

6. Click the right-arrow button to move the folder to the **Default Expandable Folders** column.
7. Select **Load First Document in the First Default Expanded Folder**. This will automatically open the first document in the first folder listed in the **Default Expandable Folders** column.

Note: You do not have the option to change the order of the expandable folders. They display in alphabetical order.

When **Reverse Chronological** is selected, the most recent document displays at the top of the list.

8. Click **OK**.



9. Close the patient chart and reopen to view the new settings.

Note: Once any folder is moved to the **Default to Expandable Folders** section, one expanded folder will always be required to display in that column. To replace a folder you no longer want to expand:

1. Add the new folder.
2. Remove the incorrect folder by highlighting it and clicking the left-arrow to move it back to the **All Folder Types** column.