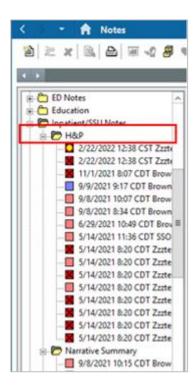


## **Create Default Expandable Folders**

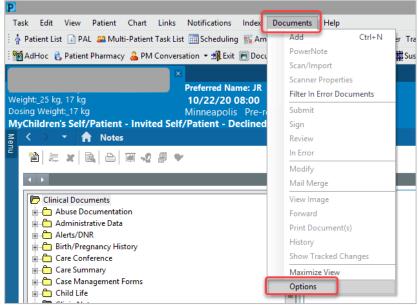
## **Create Default Expandable Folders**

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.** 



## 1 Informatics Education Updated July 2023

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## **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.

- 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.

