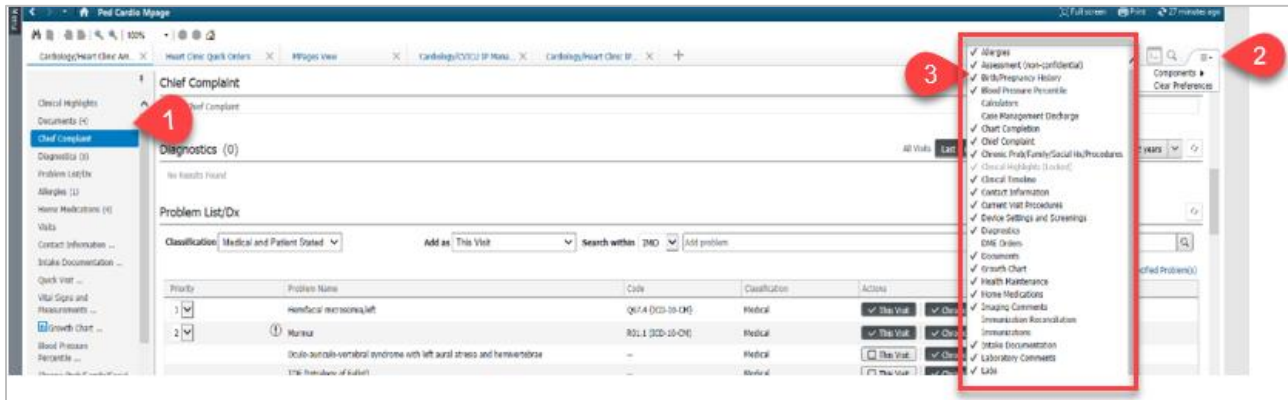# Organize Workflow Summary View

Workflows are customizable and allow you to add, remove, and rearrange components in your view to your preferred layout.
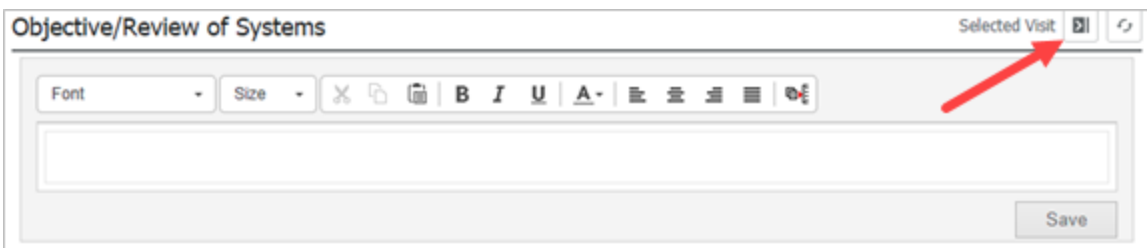
1. Left click the component in the navigation menu to move. Drag and drop to achieve your preferred order.

2. To add or remove components, select the *hamburger* icon ≡▾ in the upper right-hand corner.

3. Checked components will be included. Click an unchecked component to add. Click a checked component to remove.
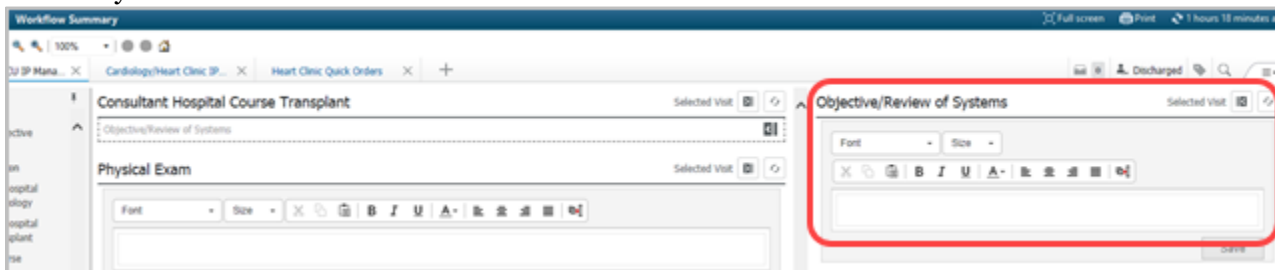

Contextual View

Contextual view moves free-text components (scratch pads) to the right-side of the workflow. This allows you to view and interact with patient information on the left pane and document in the free-text boxes on the right pane.

1. Click on **Contextual View** button

2. The free-text component, Objective/Physical has now moved over to the right-hand side of the Workflow Summary.

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3. Free-text components can continue to be moved to the right-hand side by clicking the ▶| **Contextual View** button for each scratch pad in corresponding order.
   Note: Scratch pads will display in the order in which they were moved.

4. To change the order:

   1. Remove the scratch pad using the |◀ **Contextual View** button.

   2. Re-add the scratchpad using the ▶| **Contextual View** button in your preferred layout order.