

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Orders and Workflow Resources Tab

Last Modified on 12/09/2019 3:04 pm EST

Version 14.19

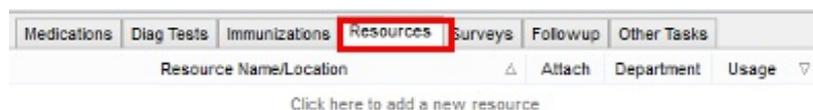
Overview

This section of template design demonstrates the edit or addition of resources associated to a template.

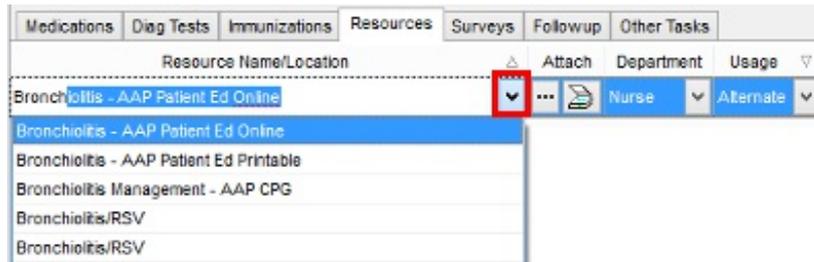
- [Add a Resource](#)
- [Edit a Resource](#)
- [Delete a Resource](#)

Add a Resource

1. Review the Resources tab.
 - Click the **Resources** tab.

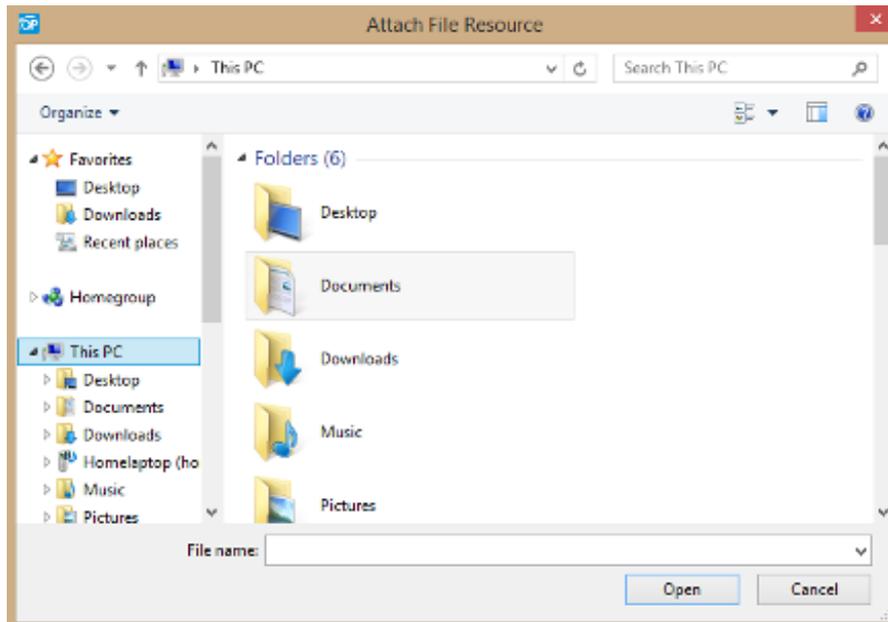


2. Click the **Insert Record** button  .
3. Select a method below to add a resource.
 - **Method 1:**
 - Click the **drop-down arrow** and select from the resource list. (These were previously added under Utilities> Manage Clinical Features> AAP/Local Content Library).



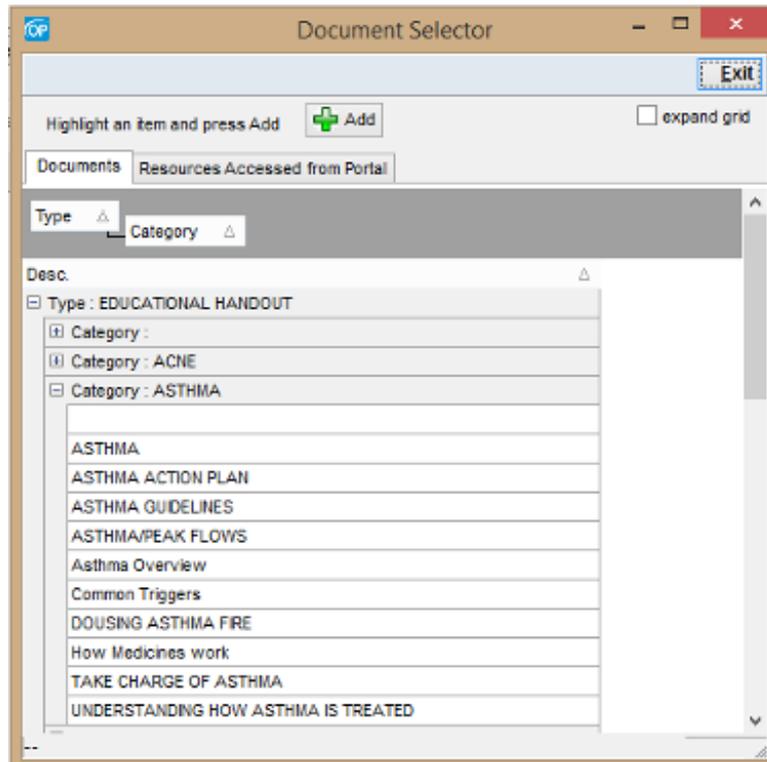
- **Method 2:**

- Click the **ellipse** button  and select a resource saved in a folder.

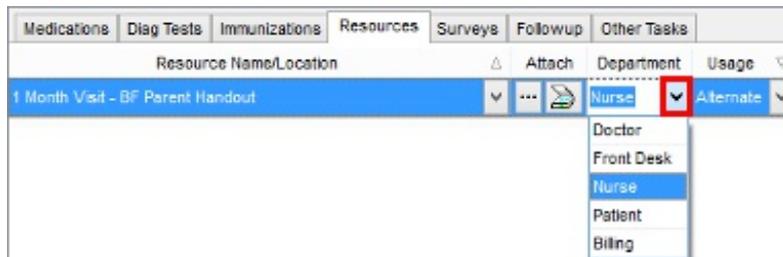


- **Method 3**

- Click the **scanner** button  and select a resource that you have already scanned into OP.

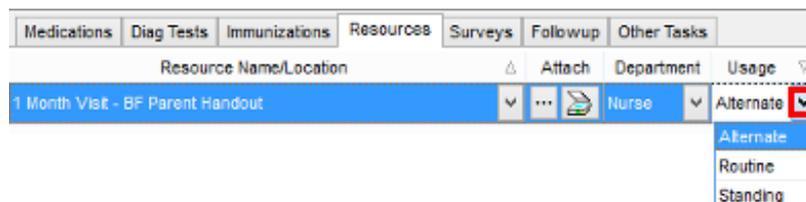


4. Click the **drop-down arrow** and select a Department.



 **Note:** If you are sending the resource to the Patient Portal the department must be assigned to Patient.

5. Select **Usage** from the drop-down menu. .



Usage	Definition
Alternate	Will show the item in the task window. An alternate item needs to be selected at time of charting.

Usage	Definition
Routine	When the item in the task window. A routine item means that the checkmark will already be there when selecting a task for submission at time of charting.
Standing	A standing order is submitted as a task to the selected department when the template is used at time of charting.

6. Click the **Post edit** button  .

Edit a Resource

1. Review the Resources tab.
 - Click the **Resources** tab.



2. Click to highlight a resource to edit.
 - Click the **drop-down arrow** in the Resources field, select a resource.
 - Click the **drop-down arrow** in the Department field, select a Department.
 - Click the **drop-down arrow** in the Usage field, select a Usage.
3. Click the **Post edit** button  .

Delete a Resource

1. Review the Resources tab.
 - Click the **Resources** tab.



2. Click to highlight a resource to delete
3. Click the **Delete record** button  .

Version 14.10

Overview

This section of template design demonstrates the edit or addition of resources associated to a template.

- **Add a Resource**
- **Edit a Resource**
- **Delete a Resource**

Add a Resource

1. Review the Resources tab.

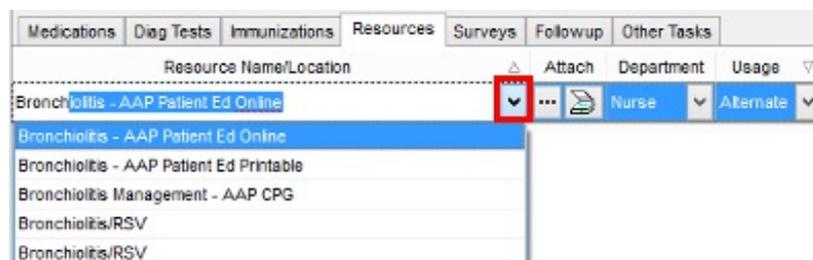
- Click the **Resources** tab.



2. Click the **Insert Record** button  .
3. Select a method below to add a resource.

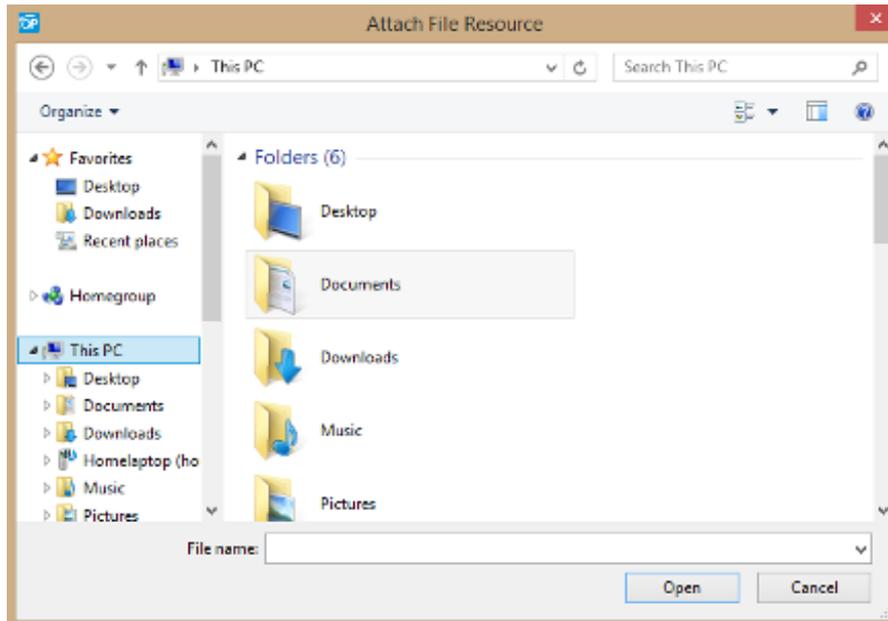
- **Method 1:**

- Click the **drop-down arrow** and select from the resource list. (These were previously added under Utilities> Manage Clinical Features> AAP/Local Content Library).



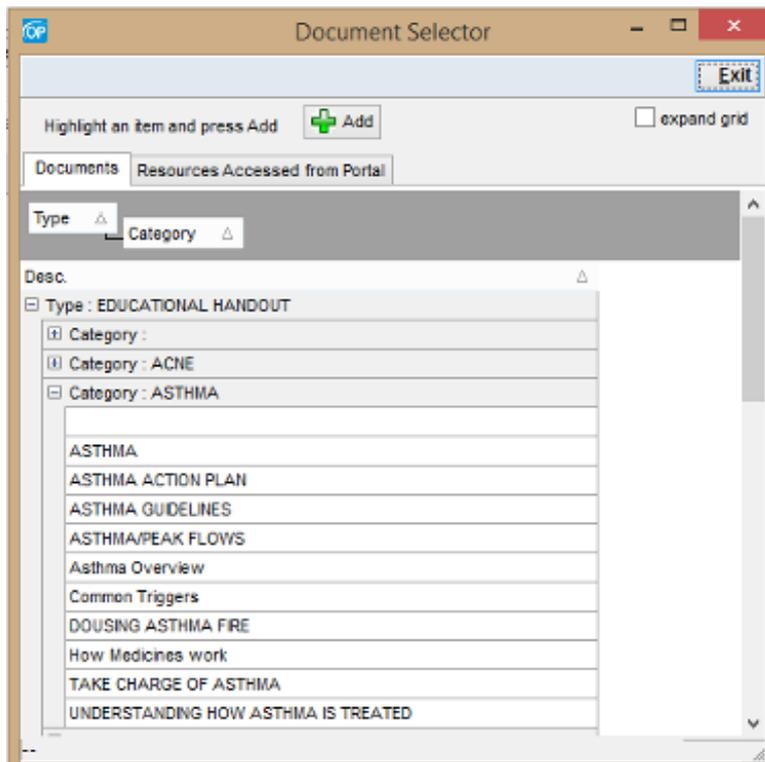
- **Method 2:**

- Click the **ellipse** button  and select a resource saved in a folder.

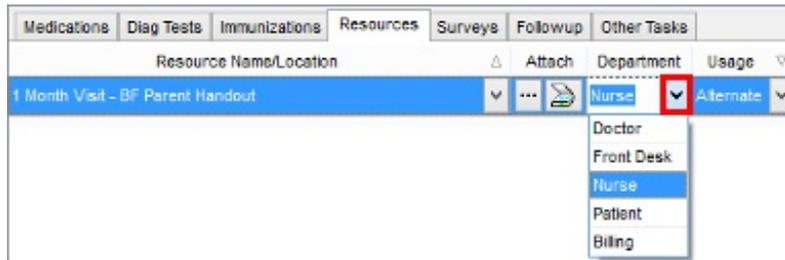


- **Method 3**

- Click the **scanner** button  and select a resource that you have already scanned into OP.

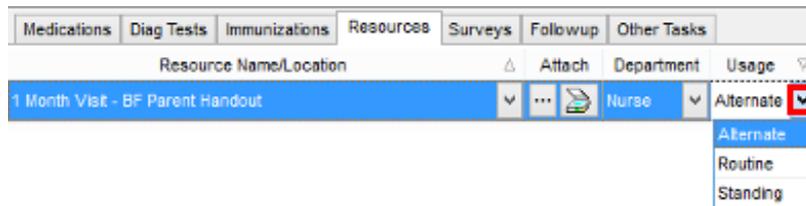


4. Click the **drop-down arrow** and select a Department.



i If you are sending the resource to the Patient Portal the department must be assigned to Patient.

5. Click the **drop-down arrow** and select a Usage.



Usage	Definition
Alternate	Will show the item in the task window. An alternate item needs to be selected at time of charting.
Routine	Will show the item in the task window. A routine item means that the checkmark will already be there when selecting a task for submission at time of charting.
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6. Click the **Post edit** button .

Edit a Resource

1. Review the Resources tab.

- Click the **Resources** tab.



2. Click to highlight a resource to edit.

- Click the **drop-down arrow** in the Resources field, select a resource.
- Click the **drop-down arrow** in the Department field, select a Department.
- Click the **drop-down arrow** in the Usage field, select a Usage.

3. Click the **Post edit** button .

Delete a Resource

1. Review the Resources tab.

- Click the **Resources** tab.



2. Click to highlight a resource to delete

3. Click the **Delete record** button .