

The MAR Summary can be customized by changing the properties and setting defaults.

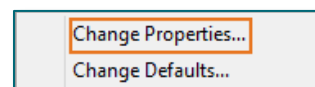
Changing Properties

➤ Date Range

STEP 1: Click **MAR Summary** from the Menu.

STEP 2: Click **Options** in the toolbar and **Change Properties**.

STEP 3: Set the **Date Range** by using the calendar up or down arrows.

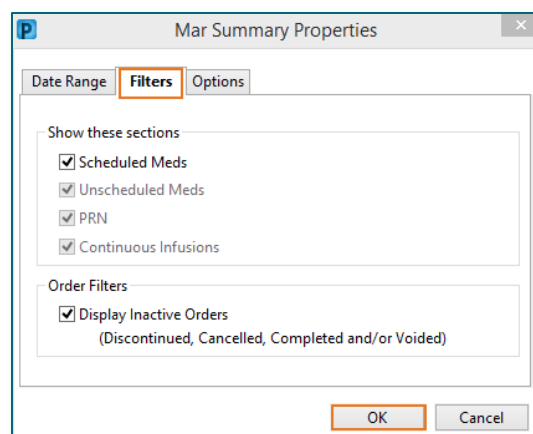


➤ Filters

STEP 1: Click **Filters** and select the sections to display in the **MAR Summary**.

STEP 2: **Order Filters** allows inactive orders to be displayed. Uncheck to see only active orders on the **MAR Summary**.

STEP 3: Click **OK** to save if finished making changes.



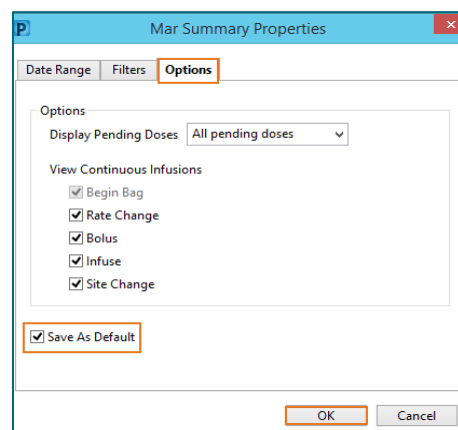
➤ Options

STEP 1: Determine how **Pending Doses** will be displayed by using the drop down.

STEP 2: For **View Continuous Infusions**, check the boxes to be included on the **MAR Summary**.

STEP 3: Check **Save As Default** to save selections.

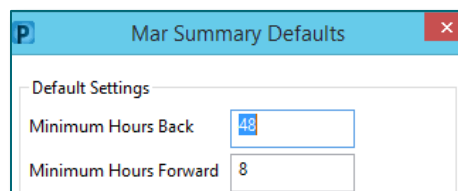
STEP 4: Click **OK** to save.



➤ Changing Defaults

STEP 1: Click **Options** in the toolbar and select **Change Defaults**.

- **Minimum Hours Back** – displays the number of hours that the information in the past will appear upon opening the **MAR Summary**.
- **Minimum Hours Forward** – displays the number of hours information in the future will be displayed.



STEP 2: Use the drop down to select how many hours to display in a column, when the day will begin and font size.

Column Time Intervals	Q24 Hours
Each Day Begins At	0000
Font Size	8

STEP 3: **Time sort** – use the drop down to sort medications chronologically or reverse chronologically.

Time Sort	Reverse Chronologica
Order Sort	Sort alphabetically
Default View	Sort alphabetically
	Sort by next task due

STEP 4: **Order Sort** – Select **Sort alphabetically** or **Sort by next task due** by using the drop-down arrow.

STEP 5: After making the customization choices, click **Set Default View**, then click **OK**.

STEP 6: A pop-up will appear asking if these defaults should be applied right now. Click **Yes**. The MAR Summary will now display with the chosen defaults and filter settings.

➤ **View Order Details**

- Hovering over a medication in the view MAR Summary window displays the order details of the order.

Time View	Medications	04/29/2021 14:38 EDT
<input checked="" type="checkbox"/> Scheduled	PRN acetaminophen (Tylenol) 650 mg = 2 TAB, Tablet, PO, Every 6 Hours, PRN, Pain-Mild (Pain Score: 1 - 3), 03/08/21 15:57:00 EST, 120 Days, 07/06/21 15:56:00 EDT General Recommended Maximum Daily D...	PRN 650 mg Not given within 7 days.
<input checked="" type="checkbox"/> Unscheduled		
<input checked="" type="checkbox"/> PRN		
<input checked="" type="checkbox"/> Continuous Infusions		
<input checked="" type="checkbox"/> Future	acetaminophen indication	
<input checked="" type="checkbox"/> Discontinued Scheduled	Primary Pain Location	
<input checked="" type="checkbox"/> Discontinued Unscheduled	Numeric Pain Scale (0-10)	
<input checked="" type="checkbox"/> Discontinued PRN	FACES Pain Scale	
<input checked="" type="checkbox"/> Discontinued PRN	Lot Number :	
<input checked="" type="checkbox"/> Discontinued Continuous Infus	Exp. Date :	
		PRN 2.5 mg

acetaminophen (Tylenol)
 650 mg = 2 TAB, Tablet, PO, Every 6 Hours, PRN, Pain-Mild (Pain Score: 1 - 3),
 03/08/21 15:57:00 EST, 120 Days, 07/06/21 15:56:00 EDT
 Order Comment:
 General Recommended Maximum Daily Dosing Guidelines:
 Oral, Rectal, intravenous Dose:
 (Adults) 4000 mg/day,
 (Children over 1 month) 90 mg/kg/day,
 (Neonates) 60 mg/kg/day
 Order Needs Pharmacy Verification
 Order Needs Nurse Review

[Order Info](#)