QUICK TIP

Add a column to your Multi-Provider Schedule

There are many ways to personalize what you see in Maestro Care, one of those areas is the Multi-Provider schedule. Just as you are able to create your own folder and add the schedules you need to see, you are able to add and remove columns from your view of the Multi-Provider schedule. Changes you make to your folder do not change any other user’s views.

Below are the steps to add the column to the multi-provider schedule.

1. From the multi-provider schedule, click to highlight the folder with your name on it.
2. Right Click to get a list of options for that folder. Left click to select Properties.

![Image of folder properties window]

3. In the properties window, you will see Available Columns on the left, locate the column you want to add, in this example I searched for Special Needs column; (a.) locate Special Needs Column, (b.) click on it once then click the Add button in the middle

![Image of adding column to properties window]

For more quick tips, visit maestro.duke.edu.
4. Any time you add a column to your list of Selected Columns, it will go to the bottom of the screen. 
   (c.) Scroll to the bottom of your Selected Columns to locate then click on it once. (d.) Use the arrows in 
   the middle to move the column to the position you want it. Finally, click accept to make your changes 
   stick.
Now, when I look at my multi-provider schedule, I can see immediately if my patient has any Special Needs documented.