



QUICK GUIDE: Order Set Content Review Using Zynx Viewspace

- Order sets will be reviewed in an online collaboration tool called Zynx Viewspace. You do not need a Zynx account to review and comment.
- You will receive an access link by email. You can forward the email to invite others to review.
- The email will include a deadline date for feedback. When the review period is complete the order set will no longer be open for feedback. Not providing feedback will be considered acceptance of the order set content.
- For a demonstration on navigating Zynx Viewspace, a 6-minute video is available at: [Zynx Viewspace](#)

ACCESSING THE ORDER SET

You will receive an email from viewspace@zynx.com, with a link to the order set(s) you are being asked to review. Click on the link to open the order set in Zynx Viewspace.

You will be prompted to either **Confirm** your identity (if you were the original email recipient) or **Change Reviewer** and enter your name (if the link was forwarded to you).

NAVIGATING IN ZYNX

The order set will open in Zynx Viewspace (see image below).

To comment on a specific line of the order set, click on the line then highlight it. Select **Start New Topic** in the **Item Comments** box on the right of the screen. A dialogue box will open for you to type your comment in. Click **Save** and **Close** when finished. To reply to another reviewer's comment, click on the comment and then select **Reply**.

To provide general feedback use the **Order Set General Feedback** box on the bottom right-hand corner. When you have completed your review, check the **Review Complete** box at the bottom of the page, and then select **Submit**.



ZYNX VIEWSPACE SAMPLE ORDER SET

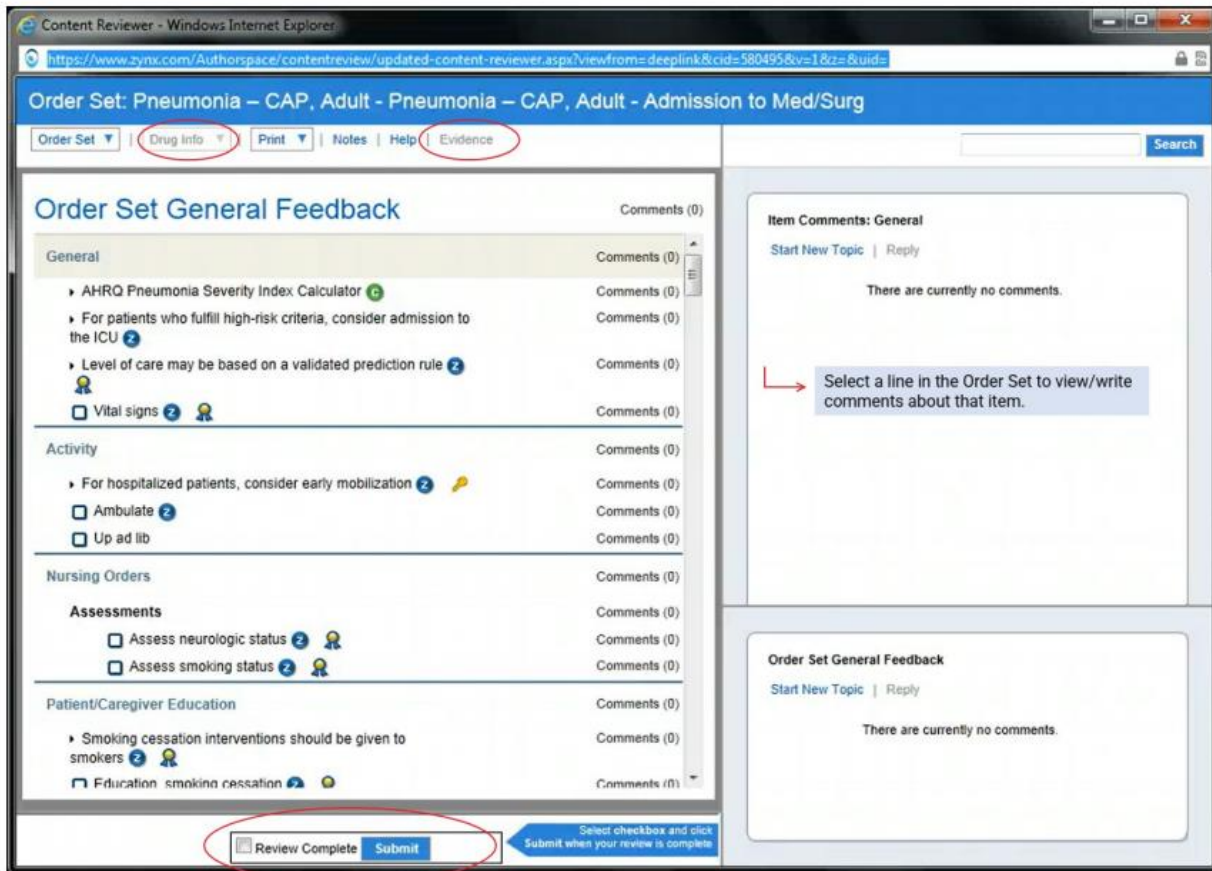


Figure 1- Zynx Viewspace Sample Order Set. Copyright © 2023. Used under license and/or permission.

ADDITIONAL NOTES

As a content reviewer, your input is vital. Provide as much detail as possible in your comments. For example, if an order set is missing an order, provide the correct name of the missing order and as much pertinent information as possible (doses, site where order is used, etc.)

Thank-you for offering your expertise to review order set content.

Please contact OPORordersets@nshealth.ca with any questions.