

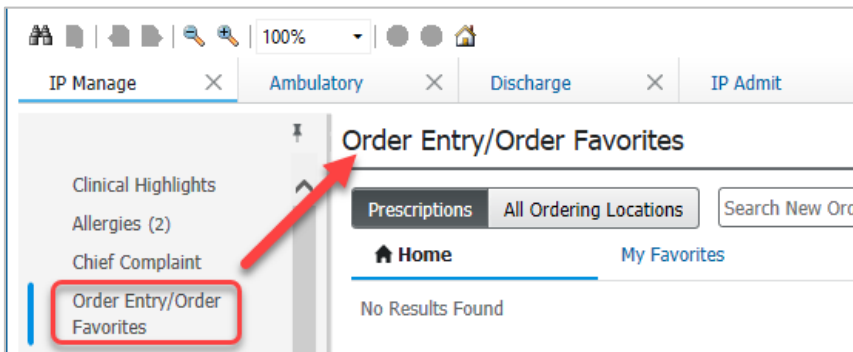
Order Favorites

If you are frequently placing orders, saving these orders as your favorite is beneficial and efficient.

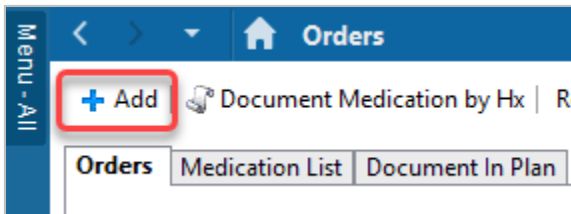
Creating Favorite Order Folders

Create a Favorites folder to organize your commonly placed orders.

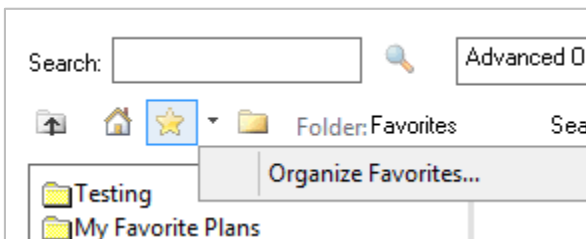
1. Open a patient chart.
2. Click on the **Order Entry/Order Favorites** component in the Workflow Summary and click on the **Order Entry/Order Favorites** header.



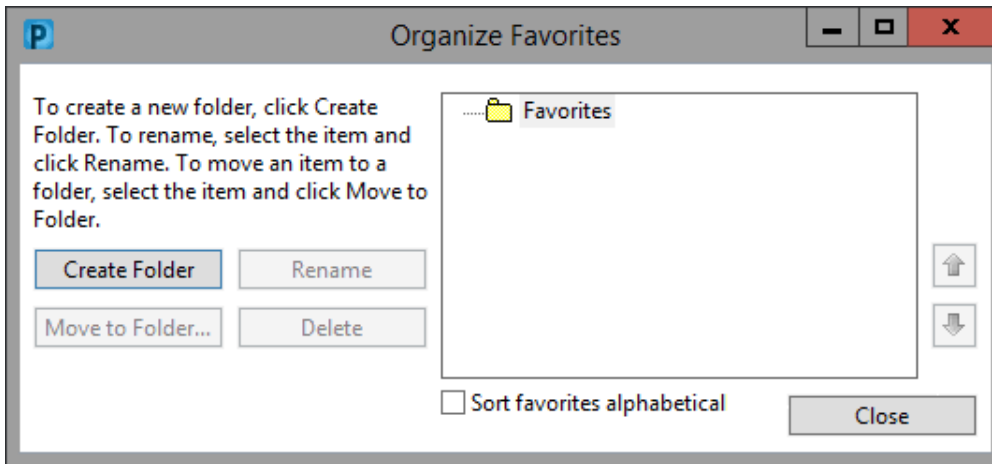
3. Click **Add**.



4. Click the dropdown arrow to the right of the Favorites star and select **Organize Favorites**.

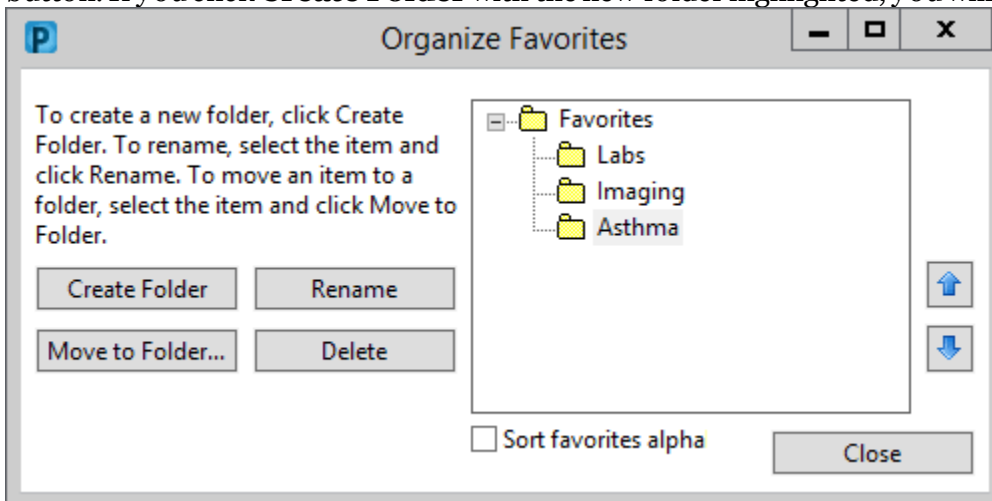


5. Click **Create Folder**.



6. Enter the name of the folder.

Note: When creating a new folder, click the main **Favorites** folder before clicking the **Create Folder** button. If you click **Create Folder** with the new folder highlighted, you will create a subfolder.

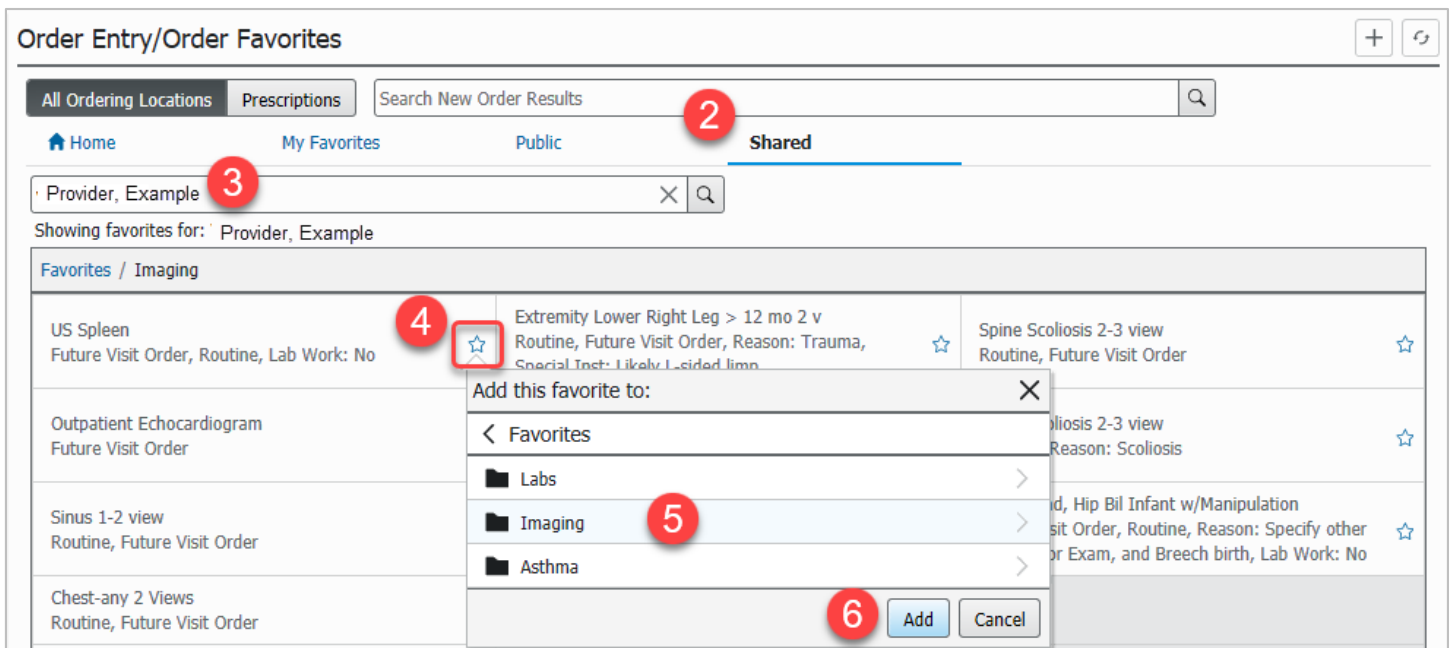


Note: You can organize/name your folder in any manner you choose. In the above example, Favorites are organized by category (i.e. Labs, Imaging, etc.) and by ailment (i.e. Asthma).

7. Click **Close**, then click **Done**.

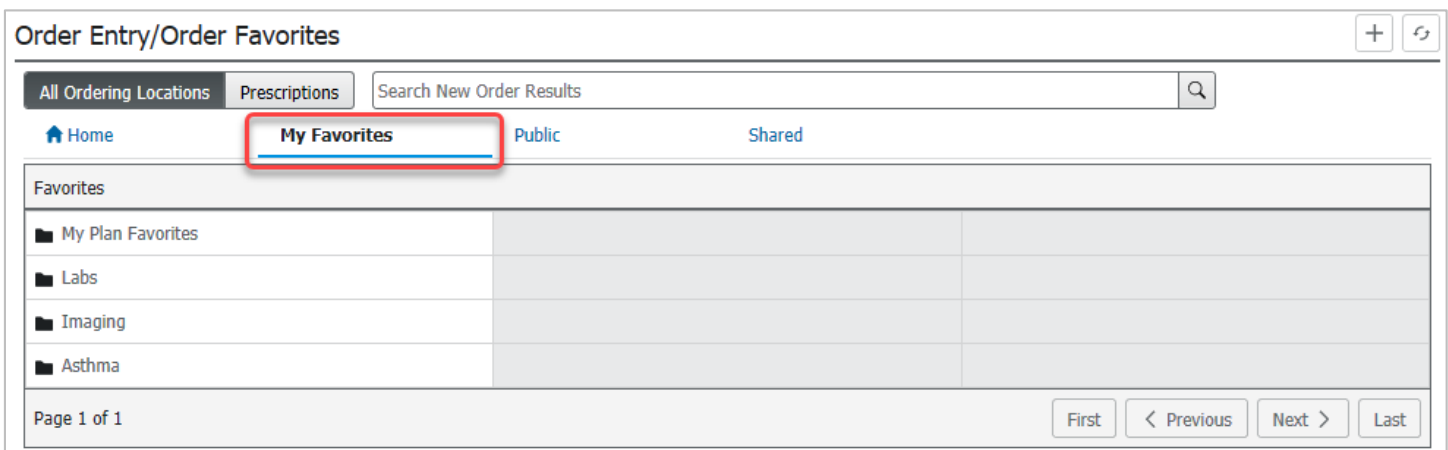
How to Copy a System Favorite from Another User

1. Click on the **Order Entry/Order Favorites** component in the Workflow Summary.
Note: You may need to click the **All Ordering Locations** button.
2. Click **Shared**.
3. Search by last name, first name for the user's Favorites you want to copy.
4. Click the star next to the order you wish to favorite.
Note: Orders will replicate if selected twice.
5. Select the folder where the Favorites will be added.
Note: To create folders, refer to [Creating Favorite Order Folders](#) above.
6. Click **Add**.




Viewing Your Favorites

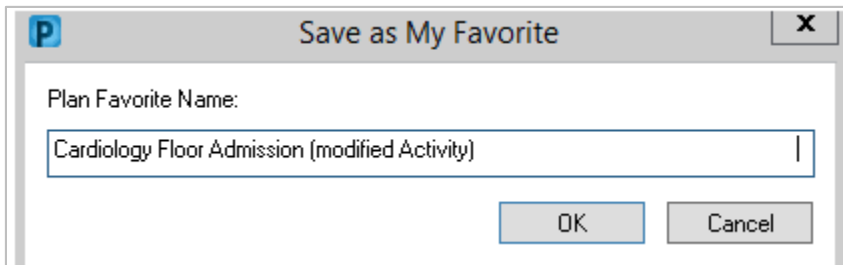
Click the **All Ordering Locations** button and click **My Favorites** to view your folders, subfolders, and favorited orders.



Powerplan Favorites

How to Copy a Customized Favorite from Another User

1. Click on the **Order Entry/Order Favorites** component in the Workflow Summary.
Note: You may need to click the **All Ordering Locations** button.
2. Click **Shared**.
3. Search by last name, first name for the user's *Customized Favorites* you want to copy from their **My Plan Favorites** folder.
Note: Customized powerplans will not be indicated by a star.
4. Click the power plan you would like to copy.
5. Select the **Orders for Signature** icon  located in the top right corner.
6. Select **Modify Details**.
7. Review the Powerplan and modify further, if desired.
8. Select **Save as My Favorite**.
9. It is recommended to rename the Powerplan to reflect your changes.



10. Customized powerplans are saved in the **My Plan Favorites** folder.

Viewing Customized Favorites (or Customized Favorites Borrowed from Another User)

1. Click the **All Ordering Locations** button and click **My Favorites** to view your folders.
2. Select the **My Plan Favorites** folder.

