

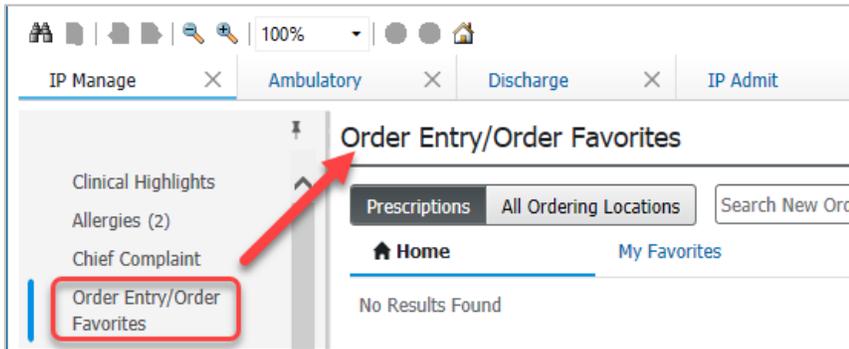
## Order Favorites

If you are frequently placing orders, saving an order as a favorite is beneficial and efficient. Begin by creating favorite folders. As you favorite orders, you will save to these folders.

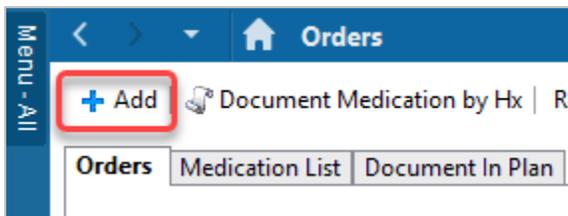
### Create a Favorite Order Folder

Create a Favorites folder to organize your commonly placed orders.

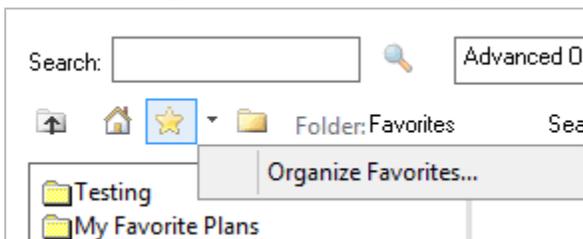
1. Open a patient chart.
2. Click on the **Order Entry/Order Favorites** component in the Workflow Summary and click on the **Order Entry/Order Favorites** header.



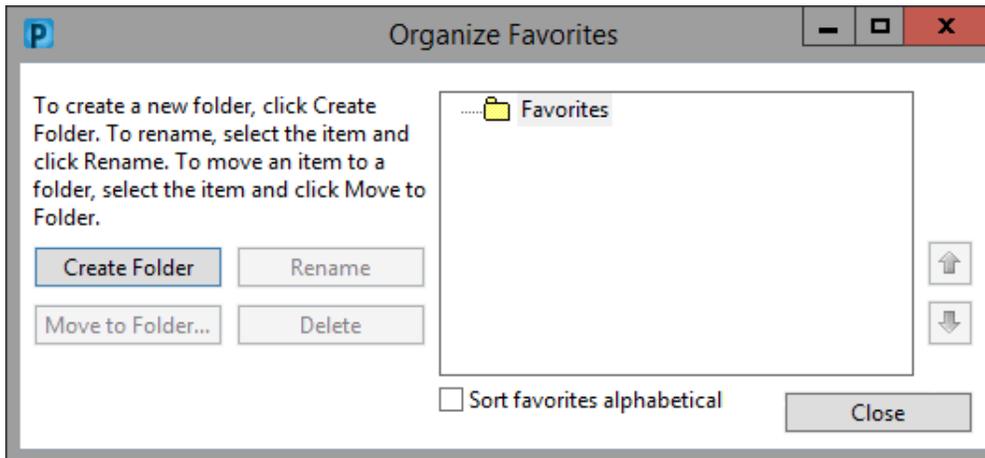
3. Click **Add**.



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

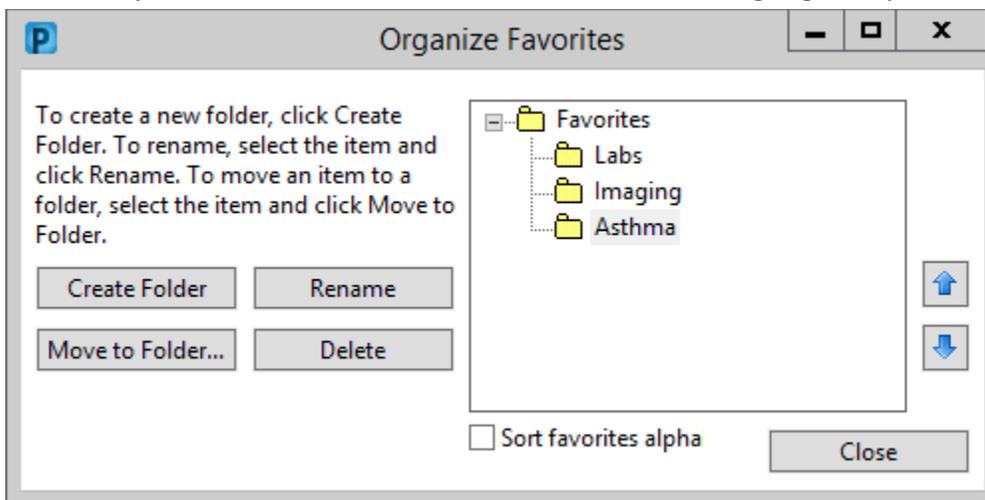


5. Click **Create Folder**.



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.



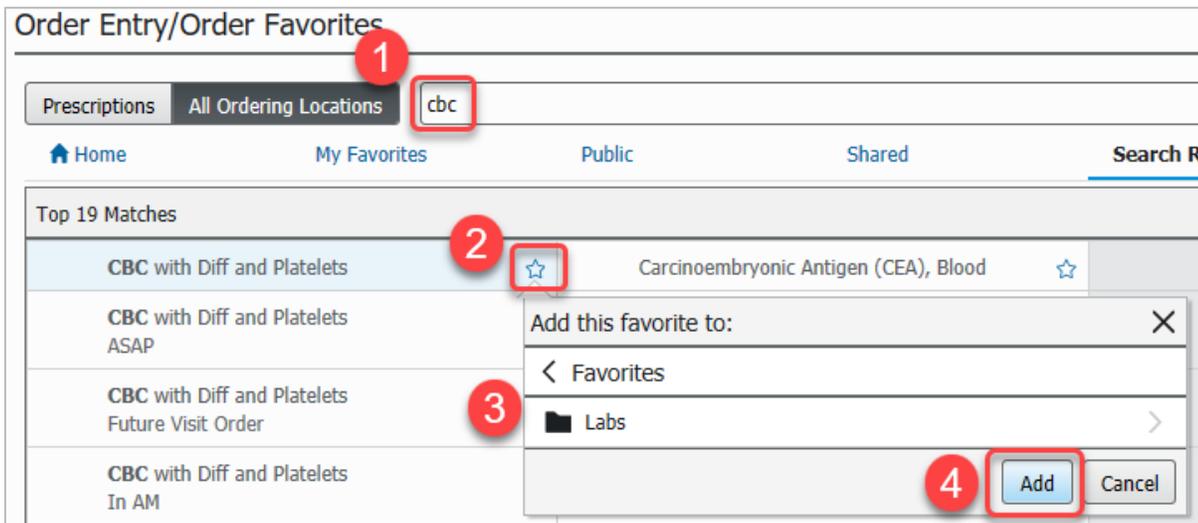
**Note:** You can organize/name your folder in any manner you choose. In the above example, Favorites are organized by category (i.e., Labs, Imaging, etc.) and by ailment (i.e., Asthma). Use the blue arrows to re-order folders.

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

### Add an Order as a Favorite

Any order can be saved as a favorite.

1. Search for the order you want to save as a favorite.
2. Click the star next to the order you wish to favorite.  
**Note:** Orders will replicate if selected twice.
3. Select the folder where the favorites will be added.  
**Note:** To create folders, refer to [Create a Favorite Order Folder](#) above.
4. Click **Add**.



The screenshot displays the 'Order Entry/Order Favorites' interface. At the top, there are tabs for 'Prescriptions', 'All Ordering Locations', and a search bar containing 'cbc'. Below the search bar are navigation tabs: 'Home', 'My Favorites', 'Public', 'Shared', and 'Search Results'. A list of 'Top 19 Matches' is shown, with the first item 'CBC with Diff and Platelets' highlighted. A star icon next to this item is clicked, opening a dialog box titled 'Add this favorite to:'. The dialog box shows a list of folders, with 'Labs' selected. The 'Add' button in the dialog box is highlighted.

**Copy an Order 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 [Create a Favorite Order Folder](#) above.
6. Click **Add**.

The screenshot shows the 'Order Entry/Order Favorites' window. At the top, there are tabs for 'All Ordering Locations' and 'Prescriptions'. A search bar contains 'Search New Order Results'. Below this are navigation tabs: 'Home', 'My Favorites', 'Public', and 'Shared'. A search filter is set to 'Provider, Example'. The main area displays a list of favorites under the 'Imaging' category. A star icon is highlighted on the first item, 'Extremity Lower Right Leg > 12 mo 2 v'. A dropdown menu is open, showing folders: 'Favorites', 'Labs', 'Imaging', and 'Asthma'. The 'Imaging' folder is selected. At the bottom right, 'Add' and 'Cancel' buttons are visible.

**Viewing Your Favorites**

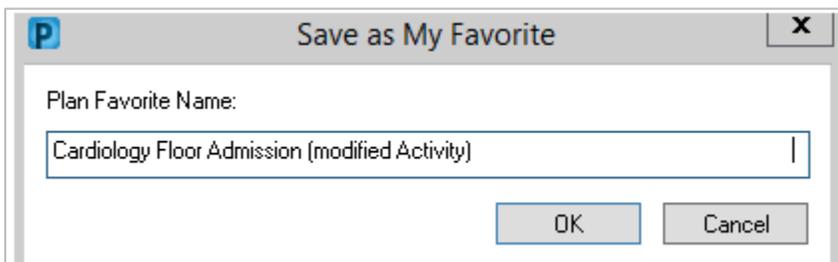
Click the **All Ordering Locations** button and click **My Favorites** to view your folders, subfolders, and favorited orders.

The screenshot shows the 'Order Entry/Order Favorites' window with the 'My Favorites' tab selected. The interface includes the same top navigation and search elements as the previous screenshot. The main area displays a list of favorite folders: 'My Plan Favorites', 'Labs', 'Imaging', and 'Asthma'. At the bottom, there are pagination controls: 'Page 1 of 1', 'First', '< Previous', 'Next >', and 'Last'.

## Powerplan Favorites

### *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.

### *View 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.

