



# Favorites Folder Pocket Guide



For assistance, call the ServiceDesk at 4-1675 or (512) 324-1675

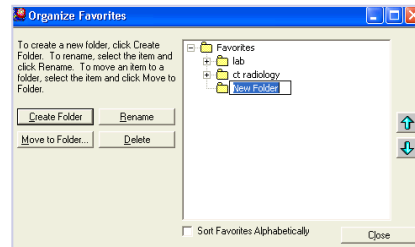


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## Creating a Favorite Folder

From the Orders page:

1. Click the **Add Order** icon. 
2. The *Add Order* window will open. Click the drop-down button. 
3. Select **Organize Favorites**.
4. The *Organize Favorites* window will appear. Click **Create Folder**.
5. Click (to highlight) **New Folder**.
6. Rename folder to your liking.
7. Click **Close**.




## Helpful Information about Favorite Folders

- You must be in a patient's chart to create a Favorite folder or to create an order to place in a Favorite folder.
- **Signed orders cannot be saved as a Favorite.** If you write an order and want to save it to a Favorite folder, add to the folder before signing.
- PowerPlans may be saved as a Favorite **but cannot be modified before** saving as a Favorite.
- If the order you are creating is for a Favorite folder and not something you want to order for the patient, simply right-click in the order (blue part) and choose **Remove**.

## Saving an Order w/ Details to a Favorite Folder


From the Orders page:

1. Click the **Add Order** icon. 
2. The *Add Order* window will open. In the Find field, type the complete or partial order name. *Example:* CBC with Diff.
3. All orders matching your search criteria will appear. Click on your chosen order.
4. The *Order Sentences* box will appear. Select your desired sentence.
5. Click **OK**. The *Order Sentences* box will close.
6. Click **Done** to close the *Add Order* window.
7. Your order will show on the Orders page, highlighted in blue. Right-click on the order.
8. Choose **Add to Favorites**. Select the folder where the order should be saved.
9. Click **OK**.



## Customizing a Favorite Folder

From the Orders page:

1. Click the **Add Order** icon. 
2. The *Add Order* window will open. Click the drop-down button.
3. Select **Organize Favorites**.
  - **To move folder contents:** Double-click on the folder (or click the + sign to the left of the folder name.) The folder contents will appear. To move an item in the list, click (to highlight) the order name and click on up/down arrows at right.
  - **To create a new folder:** Click on the **Create Folder** button.
  - **To rename a folder:** Click on the folder you wish to rename. Click the **Rename** button and type in the new name.
4. When finished, click **Close**.