



Favorites Folder Pocket Guide



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

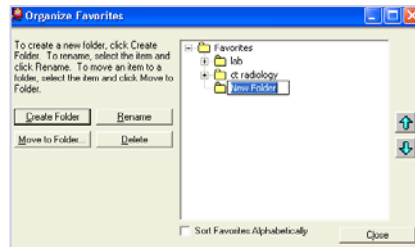


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Creating a Favorite Folder

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.  ton.
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**.

Saving Med/Rad Orders in a Favorite Folder

BE AWARE

- Please review all order details before saving as a Favorite.
- Any patient-specific details (*height, weight, Special Instructions, etc.*) added to an order before saving as a Favorite will be remain on that order.
- The order will always have this specific data attached and may be incorrect for all other patients.
- When saving an order as a Favorite, please make sure no patient-specific information is saved.