
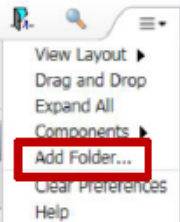
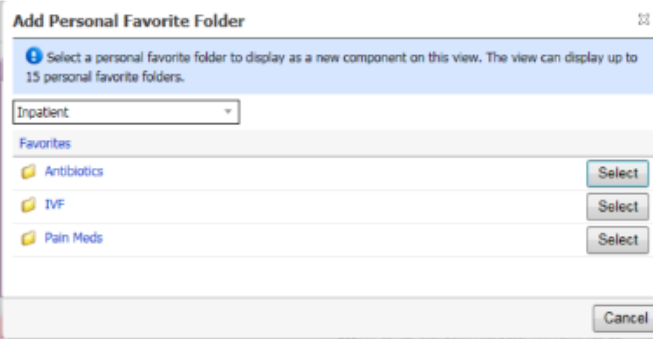


Adding Personal Favorite Folders to Quick Orders

Step	Action	Visual
1	From the menu  in the upper right corner, select Add Folder .	
2	Choose Personal Favorite Folders to display within Quick Orders and click Select .	
3	Locate the new Personal Favorite Folder component at the bottom of Quick Orders. Click on the menu within the component to adjust color or default as open or closed, as desired.	