

Creating Clinic Order Favorites

Creating a favorite order folder allows for quick access to clinic orders.

Creating Order Favorites from PowerOrders:

1. Click **+Add** next to PowerOrders

2. Click the **drop-down arrow** to select order type

3. Type **order name** in Search field. Click the **magnifying glass** to expand

4. Right-click on the order and click **Add to Favorites**

5. Click **New Folder**

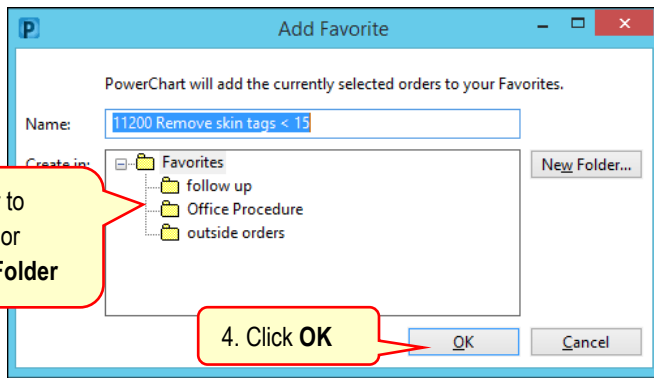
6. Create a name for your folder

7. Click **OK**

Creating Order Favorites with Details Added:

1. Once the order is placed, complete the desired **order details**

2. Right-click on the order, click **Add to Favorites** before signing the order

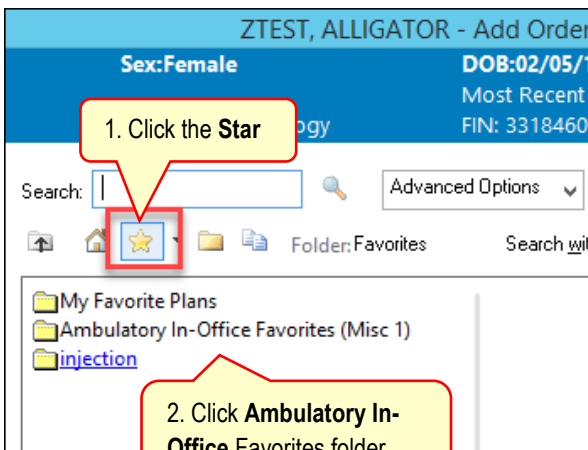


3. Select folder to save the order or create a **New Folder**

4. Click **OK**

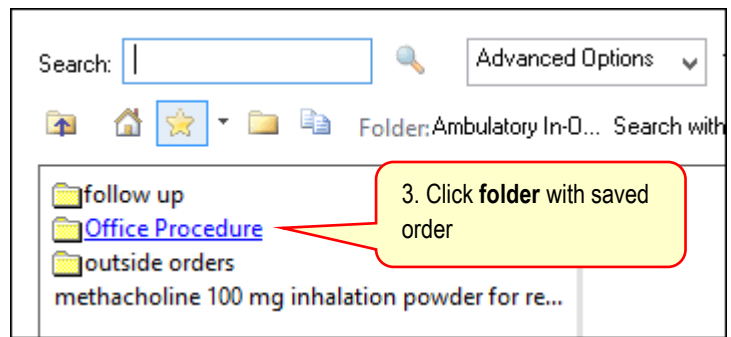
Access Order Favorites Folder:

From Add Order:

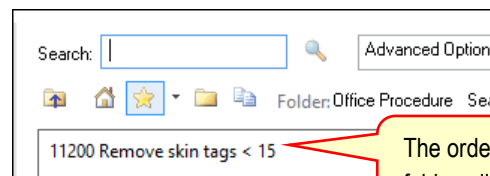


1. Click the **Star**

2. Click **Ambulatory In-Office Favorites** folder

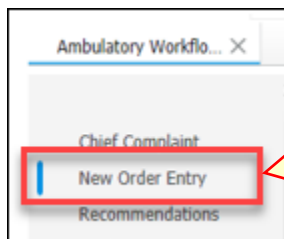


3. Click **folder** with saved order

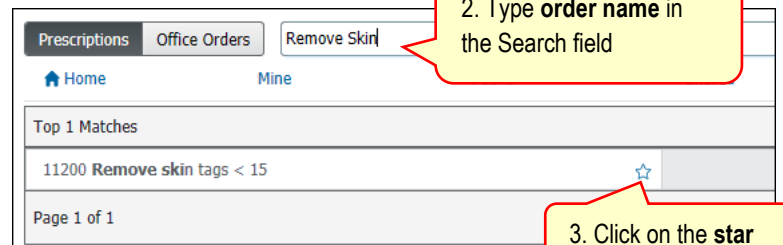


The order you saved to folder will display

Adding orders to Favorite from New Order Entry

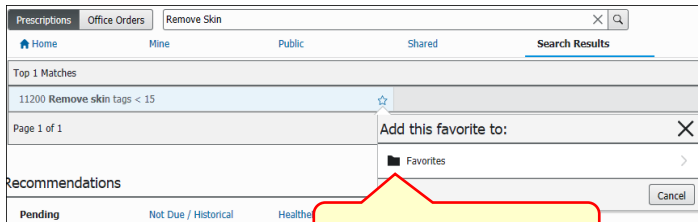


1. From Workflow, click **New Order Entry**



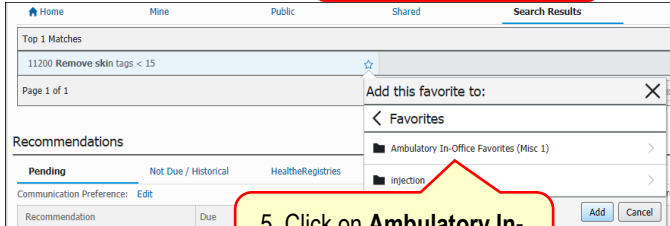
2. Type **order name** in the Search field

3. Click on the **star**

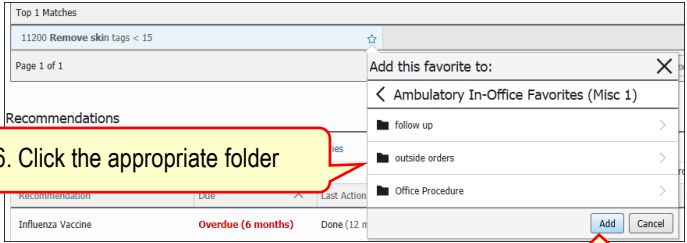


4. Click Favorites folder

Favorite folders will need to be created from Add Order within PowerOrders



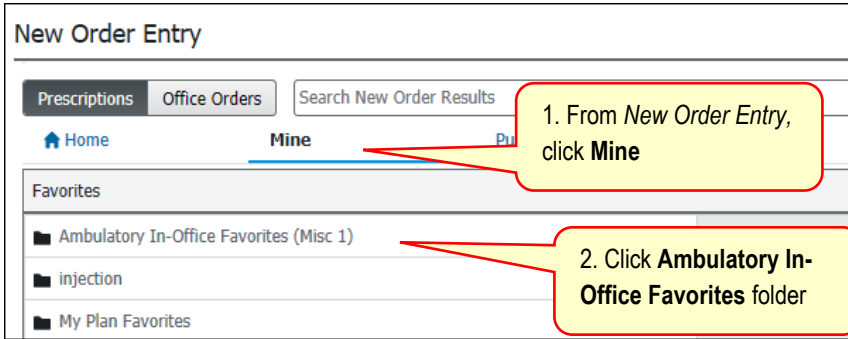
5. Click on Ambulatory In-Office Favorites folder



6. Click the appropriate folder

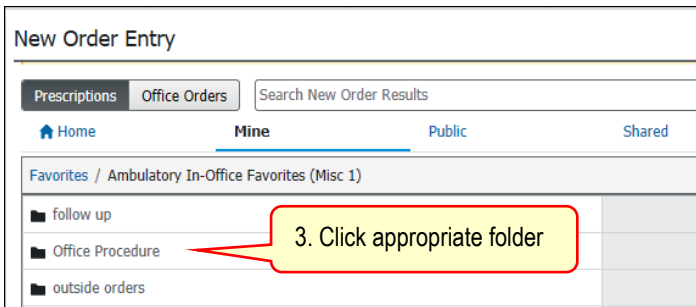
7. Click Add

Accessing Order Favorites Folder from New Order Entry:

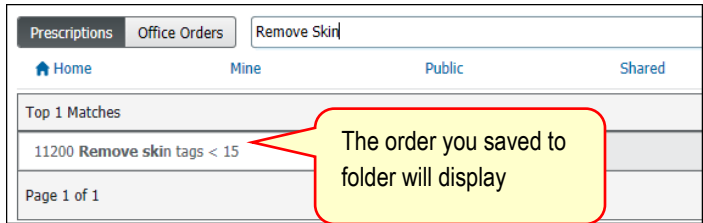


1. From New Order Entry, click Mine

2. Click Ambulatory In-Office Favorites folder



3. Click appropriate folder



The order you saved to folder will display