

# Access and Setup – Creating a Favourites Folder for Orders

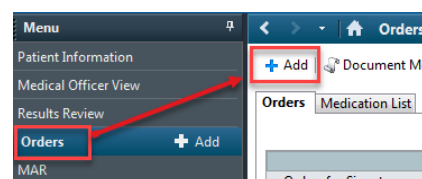


## This Quick Reference Guide will explain how to:

### Access and Setup a Favourites Folder for Orders

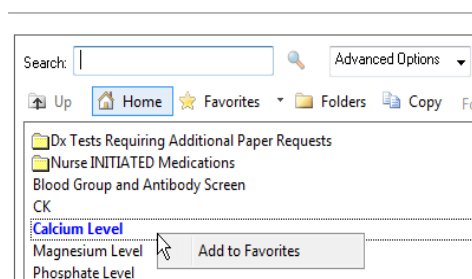
- Favourite folders can be created and customised by all clinicians to suit their needs; for example, as per diagnosis/ presenting complaints/ patient care requirements.
- It is a function to group your frequently used orders into one area so they can be easily located

1. From the Table of contents menu select **Orders**, then click on **+Add**

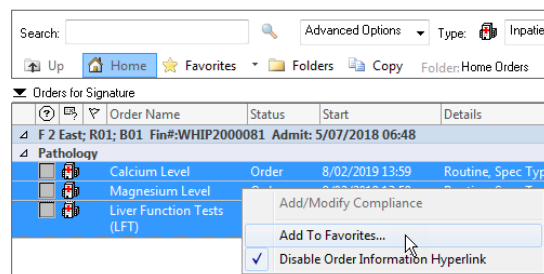


2. There are three ways to add an order to favourites:

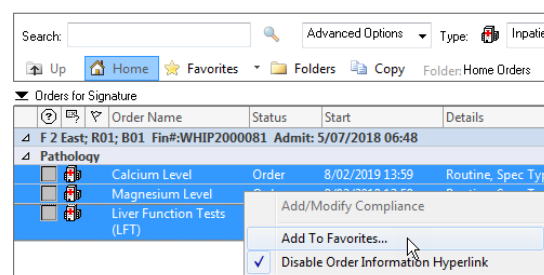
- a) Locate the order from the home page, right mouse click and select **'Add to Favourites'**



- b) Add an order/s, enter in information you wish to save (eg. clinician callback number). Select all orders, right mouse click and select **'Add to Favourites'** **BEFORE** you sign off on order. If the order is not required, right mouse click on order and select remove.



- c) For Ordersets / IPOCs select **'Save as My Favourite'** button located at the bottom of the screen



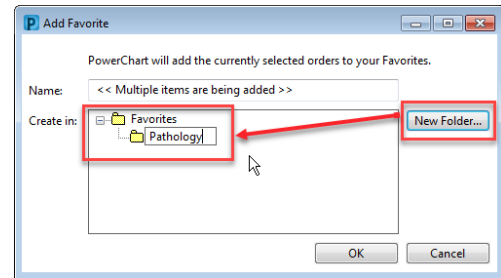
### Important

- If the order is saved to favourites in an outpatient setting, it can only be used on patient charts with an outpatient encounter, found under the “Outpatient for Administration” or “Outpatient Prescription” category.
- If the order is saved to favourites in an inpatient setting, it can only be used on patient charts with an inpatient encounter.



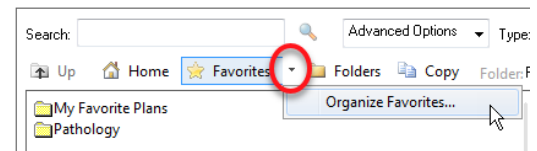
3. You can add, create, name as many folders as you like.

a) To add a new folder click on **'New Folder'** and rename the folder if required.

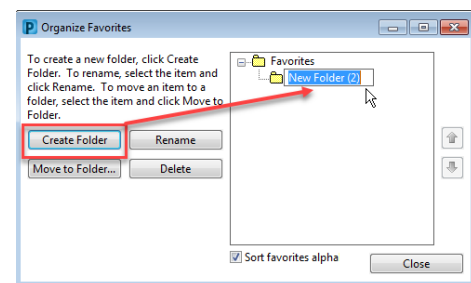


b) The favourites folder will be located in **'Favourites'** under the order search section

c) To manage your folders select the drop down arrow on the right side of the Favourites button and select **'Organize Favourites.'**

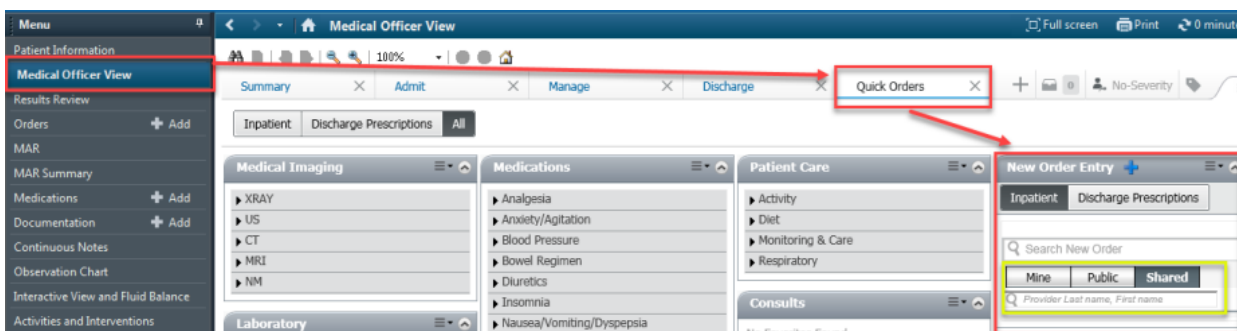


d) New folders can also be created as shown.



### Medical Staff can access and save favourite folders created by other Medical Staff

1. From the Table of contents menu select **Medical Officer View** and click on the **Quick Orders** tab.
2. Search for the physicians name in the **'Shared'** folder under the new order entry section.



3. Order from the orders available in the physicians favourites order and click on the **shopping cart icon** located top right.
4. Select **'modify'** from the selection available. Enter in the **'current clinical history (mandatory)'**. Repeat step 2b. see above.

