FirstNet - Creating LaunchPoint Summary Favourites

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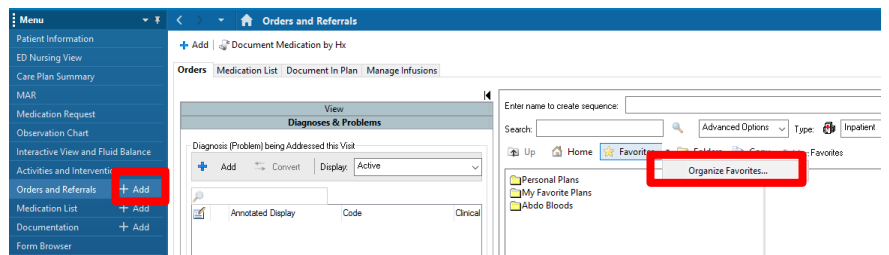
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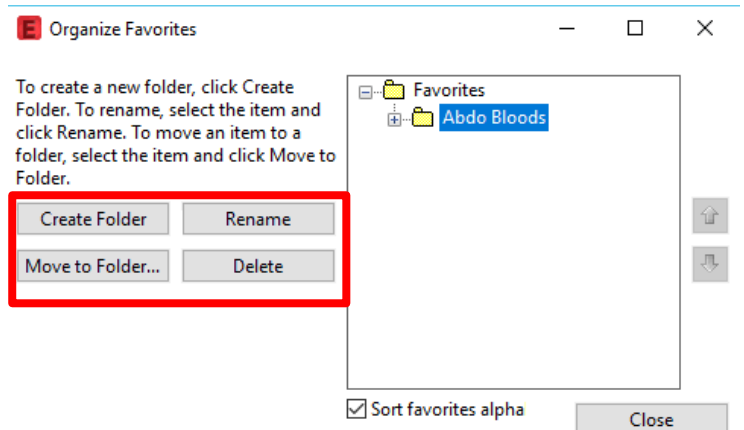**This Quick Reference Guide will explain how to:**

Create a favourites folder which will be visible in the LaunchPoint Summary.

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1. Locate the patient on LaunchPoint and click on the patient name to open the chart.

   Create order favourites: Open the Add Orders and Referrals section from the **Table of Contents**.
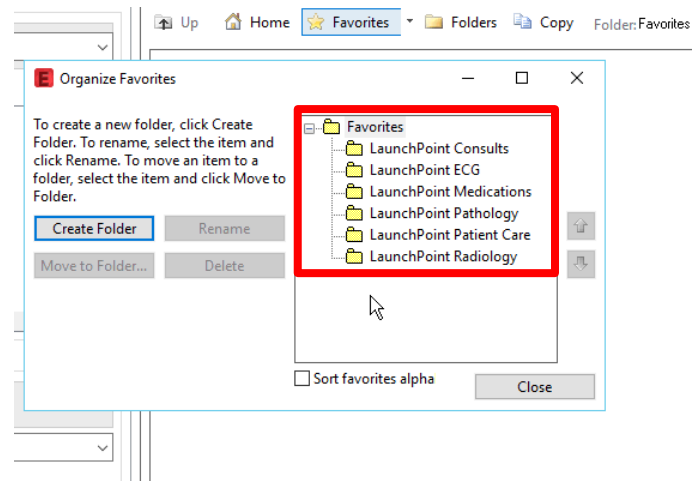   Select the drop-down arrow next to favourites and select **'Organize Favourites'**.

2. From this window you can 'Rename', 'Move' or 'Delete' folders as required. To add a new folder select '**Create Folder**'.
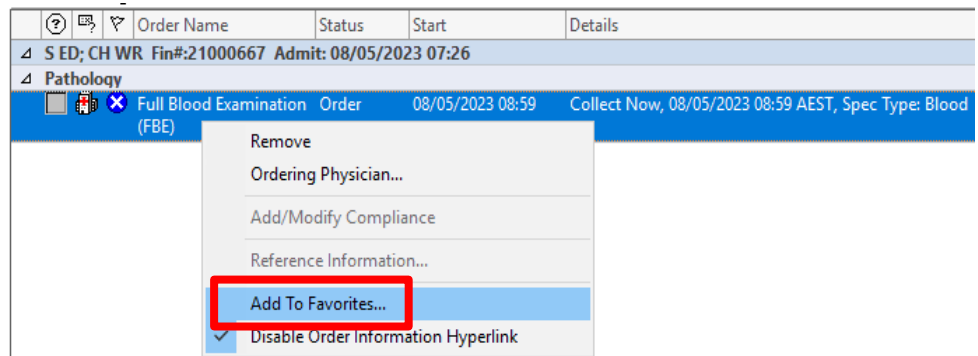

3. Create 6 new folders. To have these folders pulled through to LaunchPoint, they have to have specific names. Rename these folders as:

   - **LaunchPoint Consults**
   - **LaunchPoint ECG**
   - **LaunchPoint Medications**
   - **LaunchPoint Pathology**
   - **LaunchPoint Patient Care**
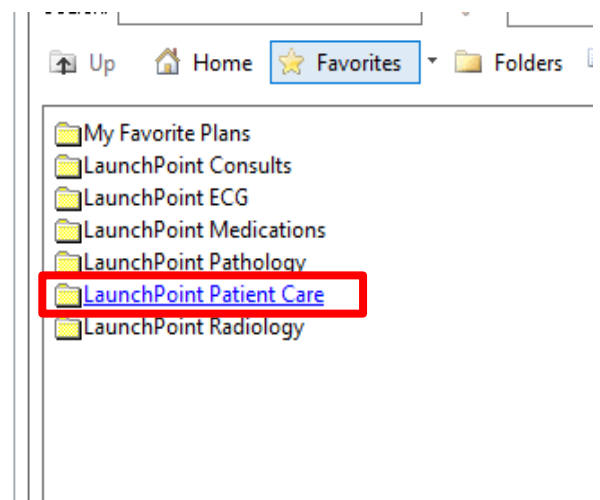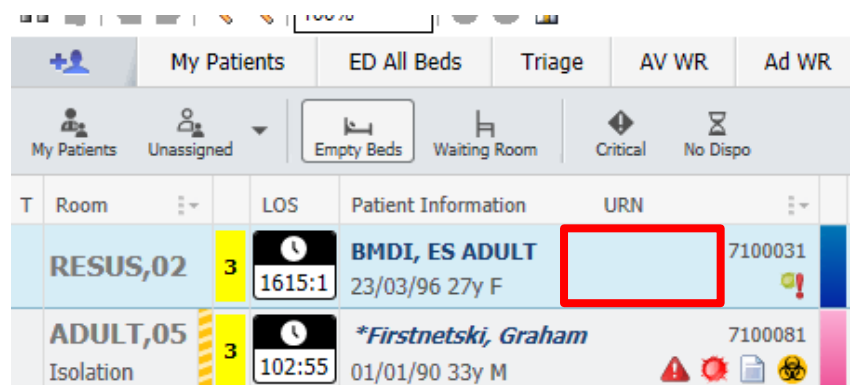   - **LaunchPoint Radiology**

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4. Search the order/s you wish to add to these favourite folders. Pre fill any order information that is relevant.
Right click on the order/s (you can multi select orders) and select '**Add to Favourites…**'.
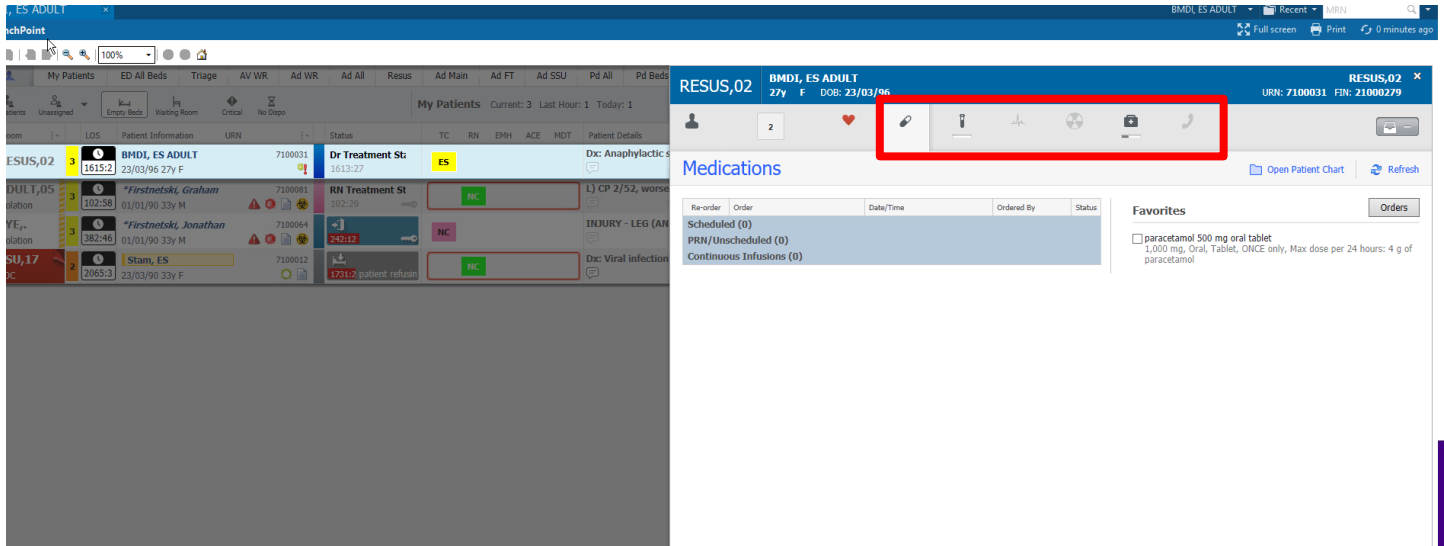

5. The add favourite window will open. Select the relevant folder to add your orders and select **OK**.

6. The new order folders will now display in the 'favourites' section. Clicking on the folder will display the order favourites.
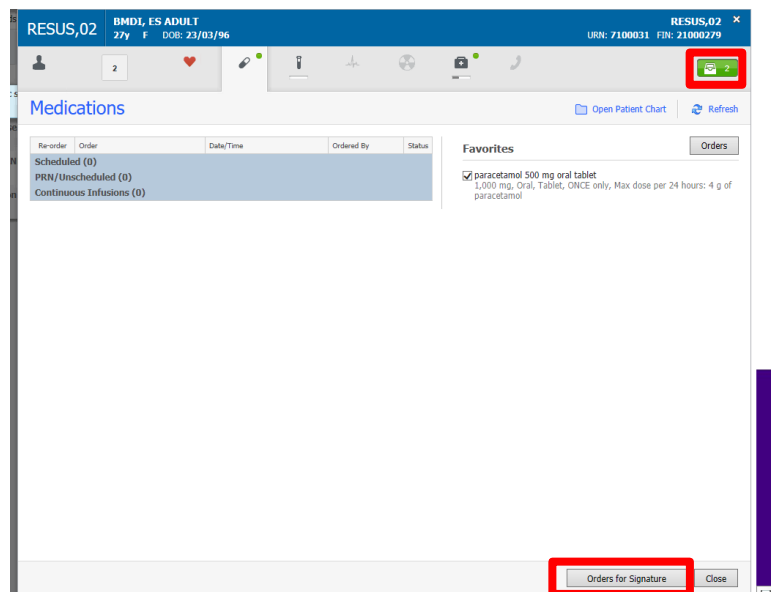

7. Navigate back to LaunchPoint. Click on empty space around the patient name to open the patient summary.

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8. Clicking through the tabs of the patient summary will display the orders from the "LaunchPoint" folders.

In order from left to right, starting with the pill icon, these are LaunchPoint Medications, LaunchPoint Pathology, LaunchPoint ECG, LaunchPoint Radiology, LaunchPoint Patient Care, LaunchPoint Consults.

9. To use these orders, click on the orders that you wish to select. This will populate the inbox. Then click on the **Orders for Signature** button. You will be required to fill in any mandatory fields before the orders are processed.

💡 **Handy Hint**

- When selecting orders, complete relevant order entry fields prior to saving the order as a favourite. This will save time for future orders placed via the quick order favourites.
- Ordersets can also be added to these folders.

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