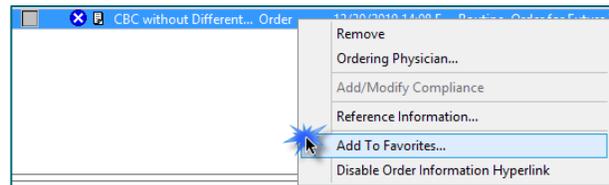
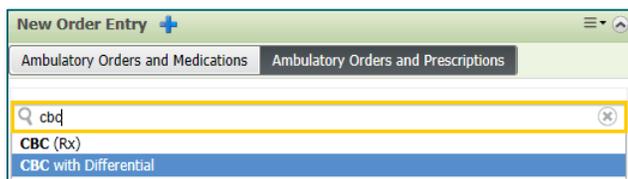


Creating order favorites eliminates frequent use of the search bar for routine orders. Using quick order favorites will provide a concise, streamlined view of various orders, which can be placed with fewer clicks and minimize the need to search for common orders. This flyer will outline the ability to display and manage favorite folders.

### Creating an Order Favorite

**STEP 1:** Navigate to the Quick Orders MPage.

**STEP 2:** Select the order(s) to be added. If the orders are not listed on the quick orders page, search for the orderable in the New Order Entry component.

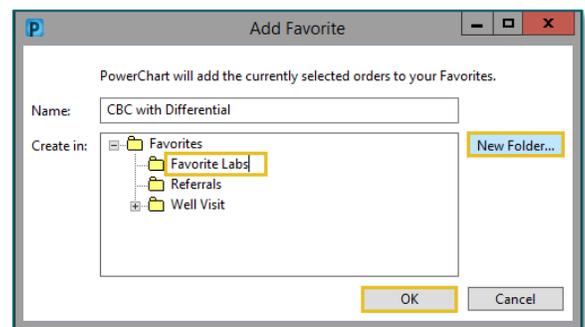


**STEP 3:** Select Orders for Signature.

**STEP 4:** Click Modify Details.

**STEP 5:** Right-click the order and select Add to Favorites.

**STEP 6:** **Create a folder** by naming it or **select an existing folder** and click OK. By selecting the folder, this is where the order favorite will reside for future use.



**STEP 7:** Repeat Steps 2 – 6. Multiple orders can be selected and added at the same time, if desired.

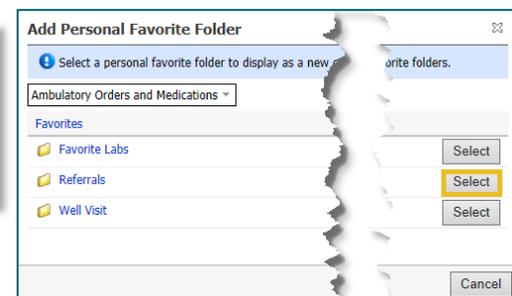
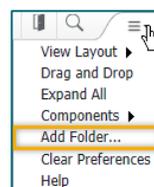
**STEP 8:** **Cancel the orders and discard changes.** Do not sign the orders if only adding them to favorite folders at this time.

### Adding Favorite Folders to the Quick Orders Page

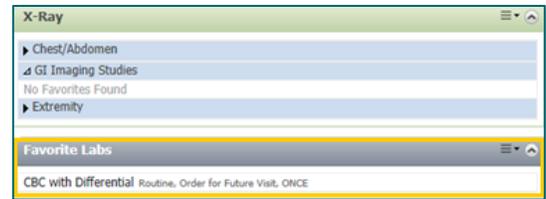
**STEP 1:** Click the **3 stacked lines** and select Add Folder.

**STEP 2:** Select the folder that was created.

**STEP 3:** The newly added folder will be located at the bottom left of the Quick Orders page.



**STEP 4:** To rearrange the location of the folder, select **Drag and Drop** in the 3 stacked lines menu. **Unselect Drag and Drop** when finished.

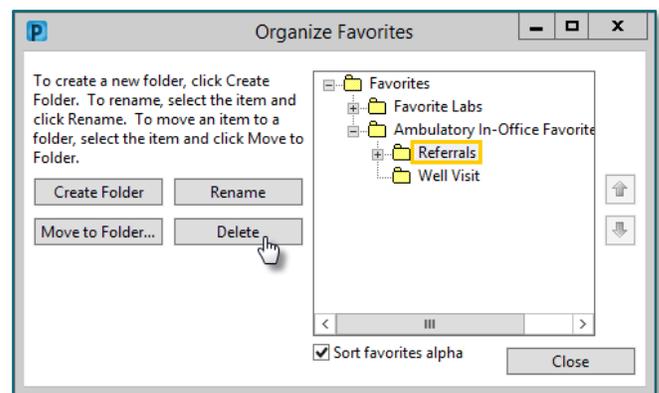
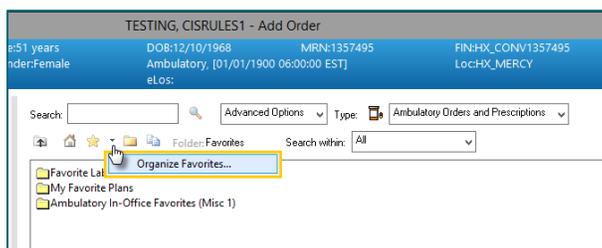


## Managing and Organizing Order Favorites

Favorite folders are unique to each user. Providers can create, move, delete and organize favorite folders at any time.

**STEP 1:** Navigate to the Quick Orders MPage and click **New Order Entry +**.

**STEP 2:** Click **Organize Favorites**.



**STEP 3:** Select the **folder** that needs to be **renamed, moved, or deleted**. These options are located to the left of the Organize Favorites window.

**STEP 4:** When changes have been made, click **Close**.

**NOTE:** Please use the EXIT button when closing PowerChart to ensure these changes will be saved. Otherwise, these changes could be discarded the next time you log back in.