This Quick Reference Guide (QRG) reviews the process for using favorites and folders.

Common Buttons & Icons

⭐ Favorites	**Favorites** icon
📁 Folders	**Folders** icon
📤 Up	**Up-folders** icon

Setting a Favorite

Setting a Favorite can be done as you are documenting information for a patient. Once you set a favorite, it is available to use moving forward.

➢ **From the Home screen:**

STEP 1:   Navigate to an area needing documentation.

NOTE: For example, to set a favorite while documenting a patient's historical procedure, navigate to the Histories Procedure tab.

STEP 2:   Open the search window.

NOTE: This is often done by clicking either a Binoculars or Magnifying glass icon.

STEP 3:   Click the **Search** field.

STEP 4:   Type the name of the item you want to set as a favorite.

STEP 5:   Set your search parameters.

STEP 6:   Click the appropriate **Search by** term.

STEP 7:   Press [**Enter**].

STEP 8:   Click the item you want to add to your favorites to select it.

STEP 9:   Click the **Add to Favorites** button.

STEP 10:   Click Create Folder in the Folder Maintenance window.

STEP 11:   Click the **New Folder** text.

STEP 12:   Type a name for the Favorite that is unique to you.

STEP 13:   Press [**Enter**].

STEP 14:   Click **OK** in the Folder Maintenance window.

STEP 15:   Click **OK** in the Search window.

Applying a Favorite

➢ **From the details pane:**

<u>STEP 1</u>:   Click the **Favorites** icon.

<u>STEP 2</u>:   Click the favorites folder you created.

<u>STEP 3</u>:   Double-click the item you need applied.

Using Folders

Folders are used across Cerner in the same way. They are often available within the bottom pane.

➢ **From the bottom pane where folders are displayed:**

<u>STEP 1</u>:   Click the **Folders** icon.

<u>STEP 2</u>:   Scroll if needed to locate the folder that best suits your needs.

<u>NOTE</u>:   Folders are listed alphabetically.

<u>STEP 3</u>:   Click the folder to open it.

<u>NOTE</u>:   If you navigate down too far, you can use the Up-folder icon to go up one folder layer at a time.

<u>STEP 4</u>:   Scroll if needed to locate the item that best suits your needs.

<u>NOTE</u>:   Items are listed alphabetically.

<u>STEP 5</u>:   Click the needed item to select and apply it.