

## Orders- Creating and Using an Order Favourites Folder

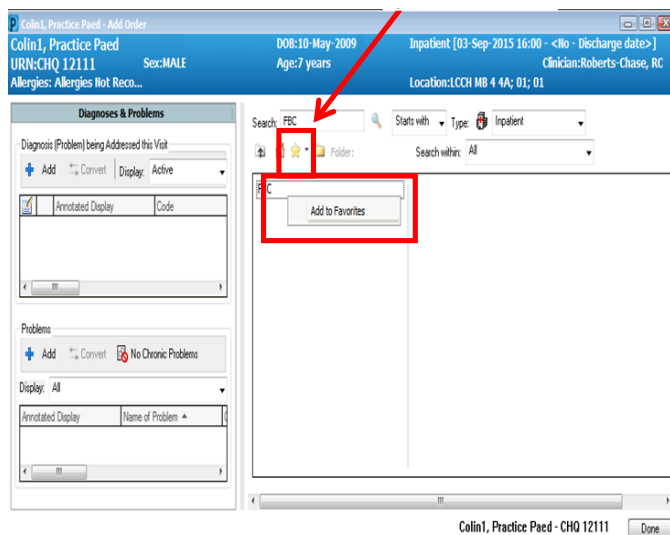
### Quick Reference Guide

You can add orders to a favourites list to save you having to search the entire catalogue for your most commonly placed orders all the time. Favourite orders can be found in the *Favourites* folder of the Add Order window. Orders added as favourites are saved to your individual login.

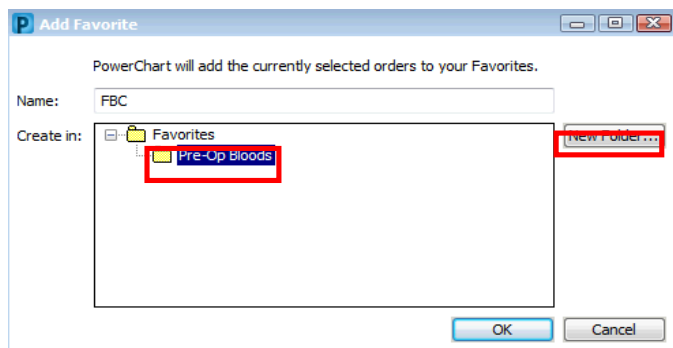
### Building a favourites Folder for Orders

1. Open the patient's medical record
2. Select the *Orders* Tab in the *Patient Menu*
3. Click *Add*
4. Find an order – e.g. FBC
5. Right-click on the order
6. Select *Add to Favourites*

*This is where to find your favourites*



7. The *Add Favourite* window will open
8. You can simply click *OK* to add it to the *Favourites* folders or you can create a new folder within *Favourites* and instead add your order to that folder

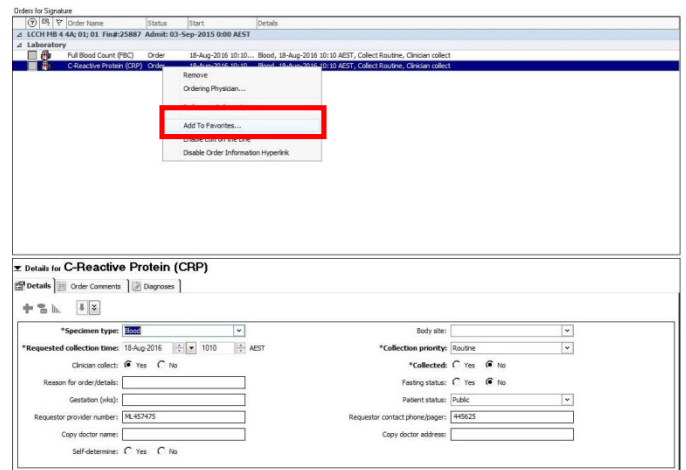


9. Rename the folder to suit your needs, e.g. *Pre-Op Bloods*
10. Click *OK*
11. Add more orders by repeating steps 1 to 10.

### Customising your favourites

You can complete the order details prior to adding to favourites also.

1. Search for, and select required tests
2. In the *Orders* screen, complete the details you wish to save against your 'favourite test'
3. Right click on the test in the top half of the screen  
Select *Add to favourites*



Favourites are encounter specific. They will need to be set up separately for Inpatient, Outpatient and Emergency encounters.