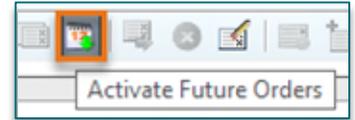**This flyer outlines how to activate future orders in Department Order Entry.**

STEP 1:   Launch **Appbar Prod** and select the **Department Order Entry** icon.

STEP 2:   Select the **Activate Future Orders** icon.

- Once the icon is activated, the background will be dark.

STEP 3:   Type the **Medical record number**.

- Use search icon if medical record number is not available.

STEP 4:   Select the **patient** and the **correct registration visit**.

STEP 5:   Select **Radiology** tab.

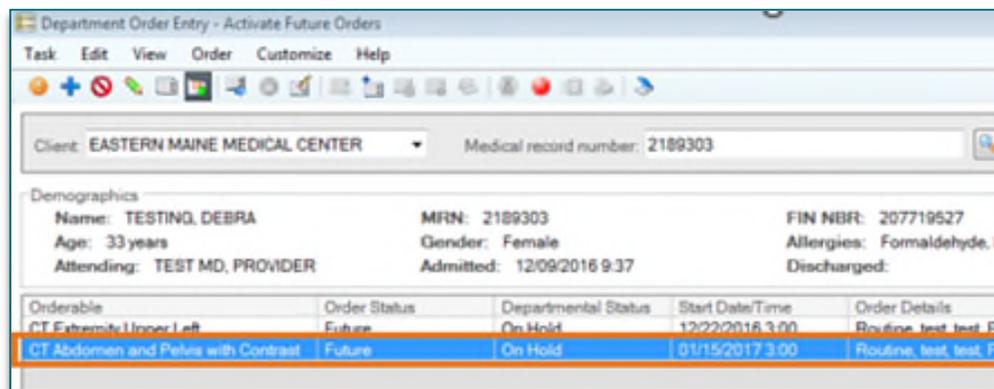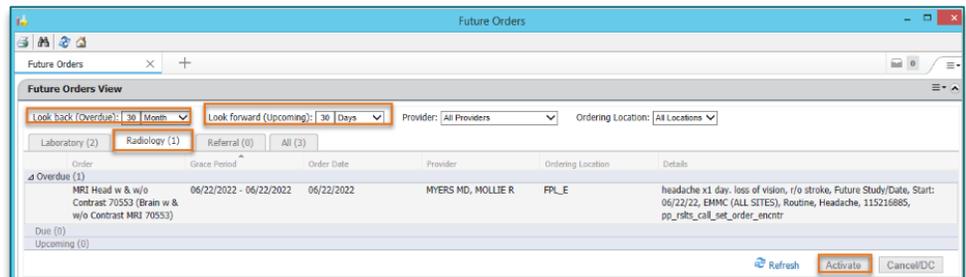**STEP 6:**   The criteria may need to be changed to find the order.

- **Look back (Overdue):** and **Look forward (Upcoming):**
- Select **Month** from dropdown.
- Select **Days** from dropdown.

STEP 7:   Click the **Order**.

STEP 8:   Select **Activate**.

STEP 9:   Click the **Orderable**.

NOTE: Review the required fields of information and update as needed. Must enter Packet Routing (Dept Use Only):

STEP 10:   Select **Submit.**

➢ Once all steps are completed, **Submitted** will be present.