

From the Office of Health Informatics **Creating and Managing**

Order Favorites

April 30, 2025

Creating order favorite 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.

Creating an Order Favorite

STEP 1: Navigate to the Quick Orders MPage.

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

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



Click Modify Details. **STEP 4:**

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

STEP 6: Click New Folder to create a folder and name it or select an existing folder.

STEP 7: Click **OK**.

STEP 8: Repeat Steps 2-7. Multiple orders can be selected and added at the same time, if

desired.

P Add Favorite × PowerChart will add the currently selected orders to your Favorites. Basic Metabolic Panel Name Create in: — □ Favorites New Folder... Imaging Cancel

Cancel the orders and discard changes if only adding them to favorite folders at this time. STEP 9:

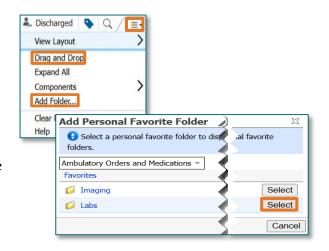
Adding Favorite Folders to Quick Orders MPage

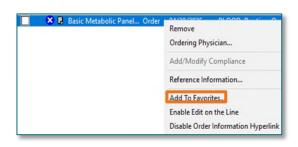
STEP 1: Click the three stacked lines and select Add Folder.

Select the folder to be added. STEP 2:

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

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





From the Office of Health Informatics Creating and Managing Order Favorites April 30, 2025 Page 2 of 2

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 the **Organize Favorites** in the dropdown arrow beside the yellow star.
- **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 logging in.

