

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

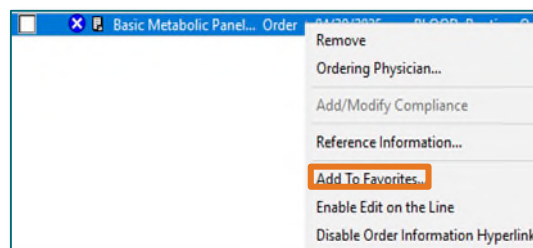
STEP 1: Navigate to the Quick Orders MPage.

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**.

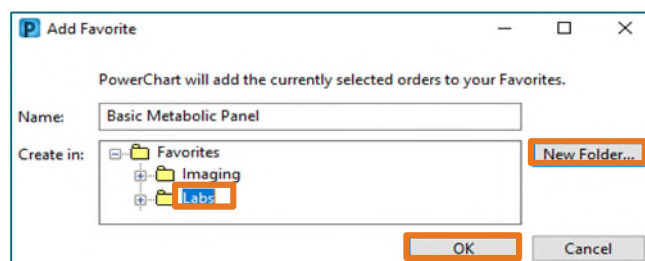
STEP 5: Right-click the order and select **Add to Favorites**.



STEP 6: 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.



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

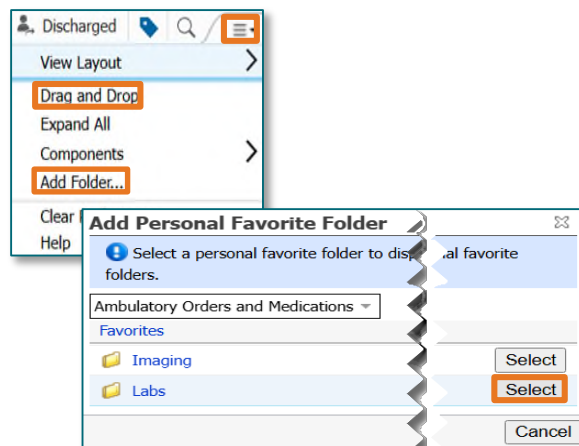
Adding Favorite Folders to Quick Orders MPage

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

STEP 2: Select the folder to be added.

STEP 3: The newly added folder will be located at the 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.



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.

