

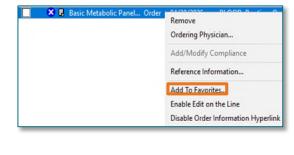
From the Office of Health Informatics Creating and Managing Order Favorites

June 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

- **<u>STEP 1</u>**: 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.
- **<u>STEP 4</u>**: Click **Modify Details**.
- **<u>STEP 5</u>**: Right-click the order and select **Add to Favorites**.
- **<u>STEP 6</u>**: 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.

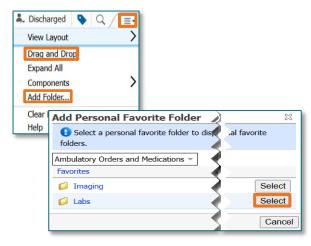


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<u>STEP 9</u>: **Cancel** the orders and discard changes if only adding them to favorite folders at this time.

Adding Favorite Folders to Quick Orders MPage

- <u>STEP 1</u>: Click the **three stacked lines** and select **Add** Folder.
- **<u>STEP 2</u>**: Select the folder to be added.
- **<u>STEP 3</u>**: 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.

- **<u>STEP 1</u>**: Navigate to the Quick Orders MPage and click New Order Entry +.
- **<u>STEP 2</u>**: Click the **Organize Favorites** in the dropdown arrow beside the yellow star.
- **<u>STEP 3</u>**: Select the folder that needs to be **renamed**, **moved**, or **deleted**. These options are located to the left of the Organize Favorites window.
- **<u>STEP 4</u>**: When changes have been made, click **Close**.
- **<u>NOTE</u>**: 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.

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For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.