

This Quick Reference Guide (QRG) demonstrates the process for using favorites and folders.

Common Buttons & Icons

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|--|-----------------|
|  Favorites | Favorites icon |
|  Folders | Folders icon |
|  Up | Up-folders icon |

Setting a Favorite

Setting a Favorite can be done while documenting information for a patient. Once set as a favorite, it is available to use moving forward.

➤ **From the Home screen:**

STEP 1: Navigate to an area needing documentation.

NOTE: For example, to set a favorite while documenting a patient’s historical procedure, navigate to the Histories Procedure tab.

STEP 2: Open the search window.

NOTE: This is often done by clicking either a Binoculars or Magnifying glass icon.

STEP 3: Click the **Search** field.

STEP 4: Type the name of the desired item to set as a favorite.

STEP 5: Set the search parameters.

STEP 6: Click the appropriate **Search by** term.

STEP 7: Press **Enter**.

STEP 8: Click the desired item to select it.

STEP 9: Click the **Add to Favorites** button.

STEP 10: Click **Create Folder** in the Folder Maintenance window.

STEP 11: Click the **New Folder** text.

STEP 12: Type a name for the Favorite that is a unique reminder for future use.

STEP 13: Press **Enter**.

STEP 14: Click **OK** in the Folder Maintenance window.

STEP 15: Click **OK** in the Search window.

Applying a Favorite

➤ **From the details pane:**

STEP 1: Click the **Favorites** icon.

STEP 2: Click the favorites folder that was created.

STEP 3: Double-click the item that needs to be applied.

Using Folders

Folders are used across Oracle Health (Cerner) in the same way. They are often available within the bottom pane.

➤ **From the bottom pane where folders are displayed:**

STEP 1: Click the **Folders** icon.

STEP 2: Scroll if needed to locate the folder that is best suited for the item.

NOTE: **Folders are listed alphabetically.**

STEP 3: Click the folder to open it.

NOTE: **If too many folders have been opened, use the Up folder icon to go up one folder layer at a time.**

STEP 4: Scroll if needed to locate the item that is needed.

NOTE: **Items are listed alphabetically.**

STEP 5: Click the needed item to select and apply it.