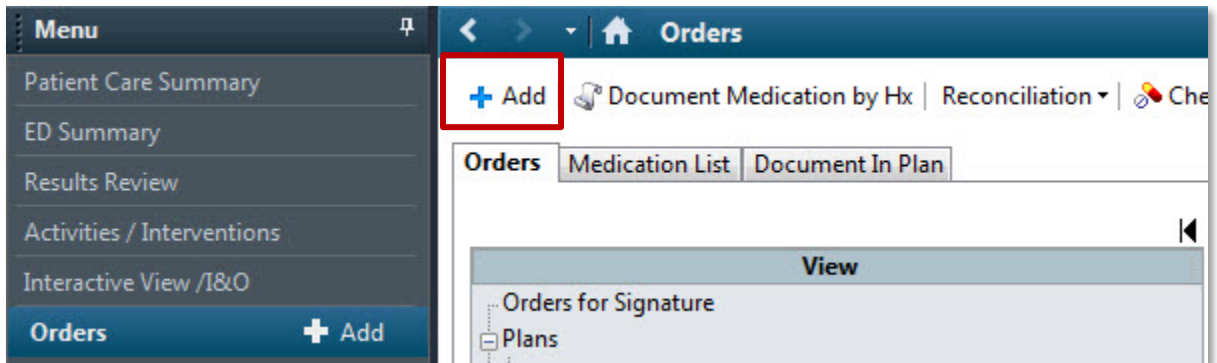


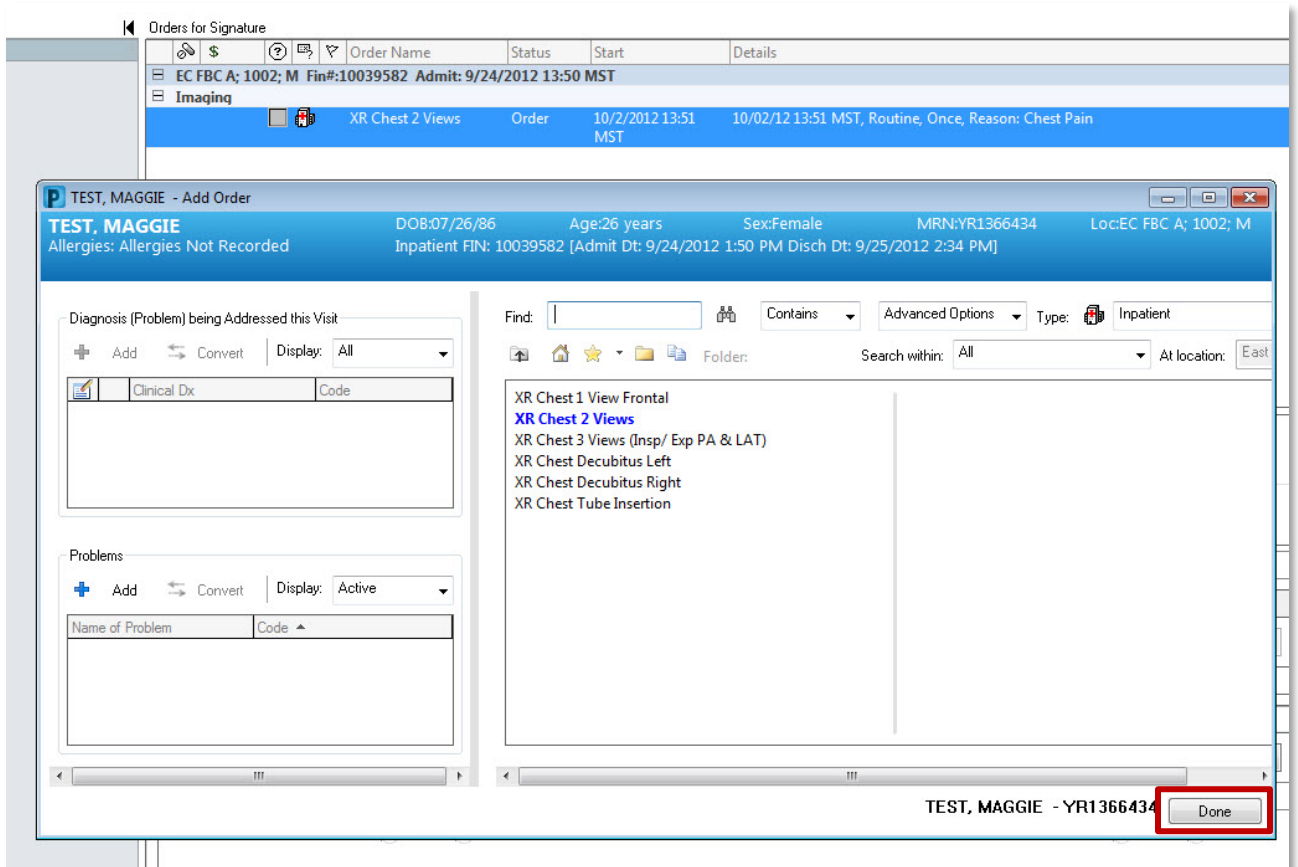
# Creating and Organizing Order Favorites

By using favorites, clinicians can increase speed and efficiency by making favorites of those orders that are used frequently. Favorites can be accessed quickly without searching.

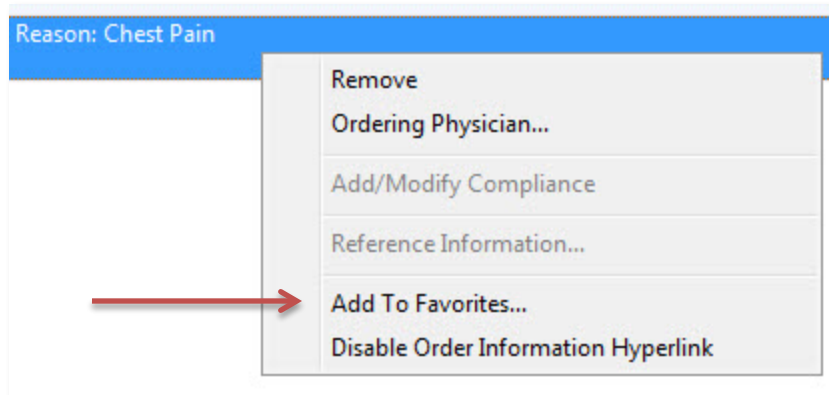
1. Go to **Orders** and click **Add** order.



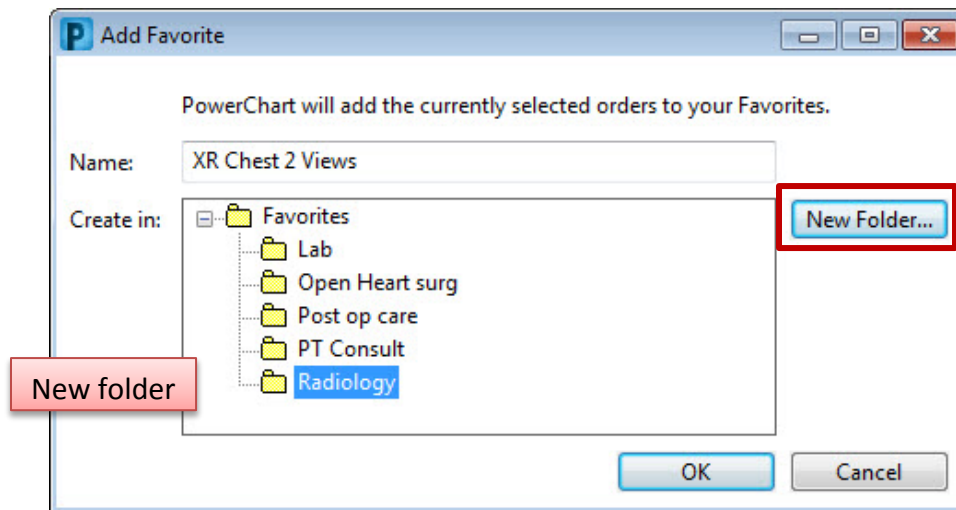
2. Search for an order – e.g. (xr chest). For this example, choose **XR Chest 2 views**. Then follow the order procedure, choosing ordering physician, etc. and then click **Done**.



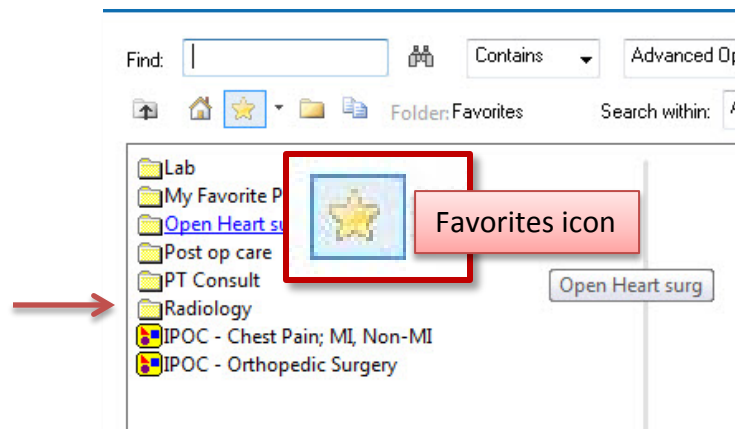
- To add this order to your Favorites, right click on the order and choose **Add to Favorites . . .** from the drop down menu.



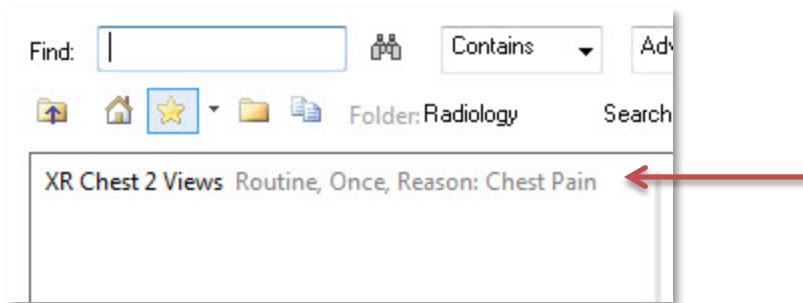
- When the **Add Favorite** window appears, you can add this favorite to an existing folder (if applicable) or you can create a new folder and add your favorite to this new folder. Click **OK** when done selecting folder – you can also leave your favorites in the **Favorites** root folder.



- The next time you are adding an order, you can search first in your Favorites folder. To access your **Favorites**, go to **Add Order** and click the **Star** icon to access your favorites.



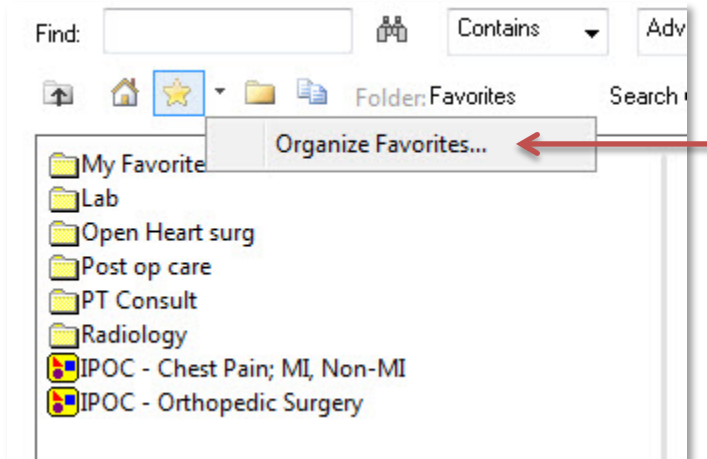
- The favorite we are searching for is in the **Radiology** folder. Click on the folder and choose the order from your favorites. Click on the order and click **Done**.



- Sign the order.

## Organizing Favorites

- To Organize Order favorites, click the star icon. There is a drop down arrow next to the star icon – click the drop down arrow and select **Organize Favorites . . .**



- When the **Organize Favorites** window opens, you can create new folders, and drag and drop favorites into folders.

