
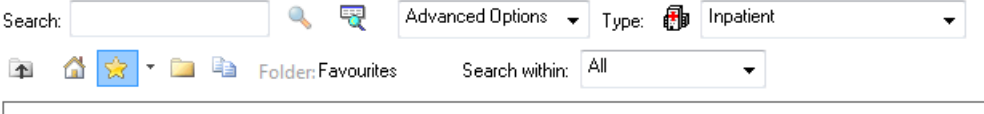
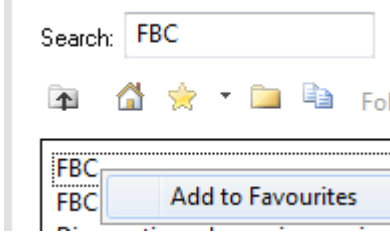
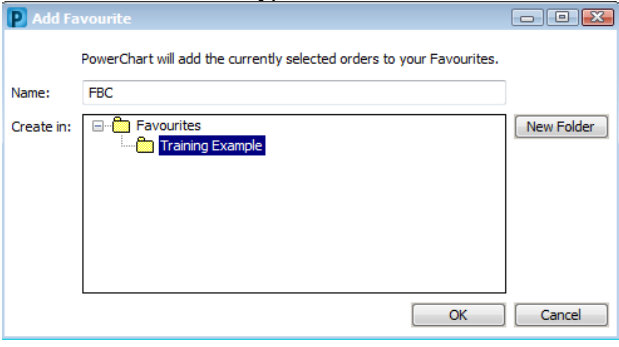

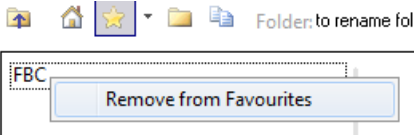
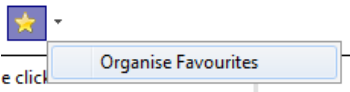


SETTING UP FAVOURITES FOR ORDERABLES

1.	Open the Patient record.
2.	From the main menu, click on Requests/Care Plans to open the Requests/Care Plans window.
3.	From the Requests/CarePlans window, click on the blue plus sign Add icon 
4.	An 'Add Order' window opens with the Type field defaulted to 'Inpatient'. Search for the item you wish to add to your favourites in the search box and hit enter/return key on your keyboard. 
5.	The item searched for appears in the box below. Right click the item and select 'Add to Favourites'. 
6.	Click on the New Folder button and type the name of the folder before clicking OK. 
7.	Click on Done. The 'Add Order' window closes.
8.	To add items to the Favourites folders created, repeat the steps above.
9.	To access Favourites, from the Requests/CarePlans window, click on the blue plus sign Add icon.
10.	Click on the star icon to open the Favourites folders. Once a folder has been selected the name will display above the result pane. 

11.	<p>To remove items from Favourites, find the item to be removed, right click and select 'Remove from Favourites'. Item selected is now removed.</p>  <p>The screenshot shows a browser's favourites bar with a star icon highlighted. A right-click context menu is open, showing the option 'Remove from Favourites' selected. The text 'Folder: to rename fol' is visible in the background.</p>
12.	<p>Organise Favourites: to create new folders, rename, add, delete or sort in an alphabetical order; next to the star icon for Favourites, click on the drop down arrow and click on Organise Favourites.</p>  <p>The screenshot shows a browser's favourites bar with a star icon and a dropdown arrow. A dropdown menu is open, showing the option 'Organise Favourites' selected. The text 'e click' is visible in the background.</p> <p>Options are available by clicking on relevant button and following the instructions within the window.</p>