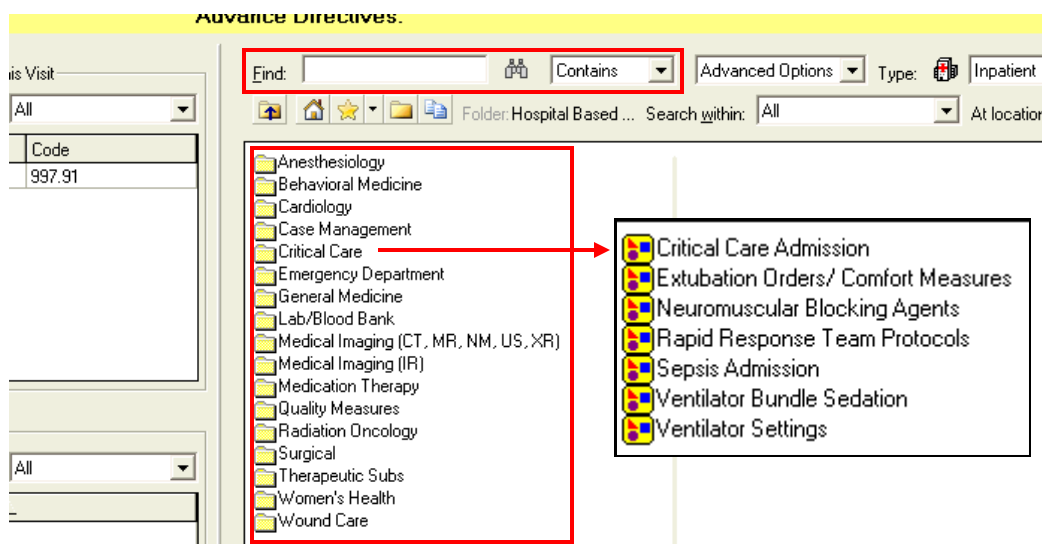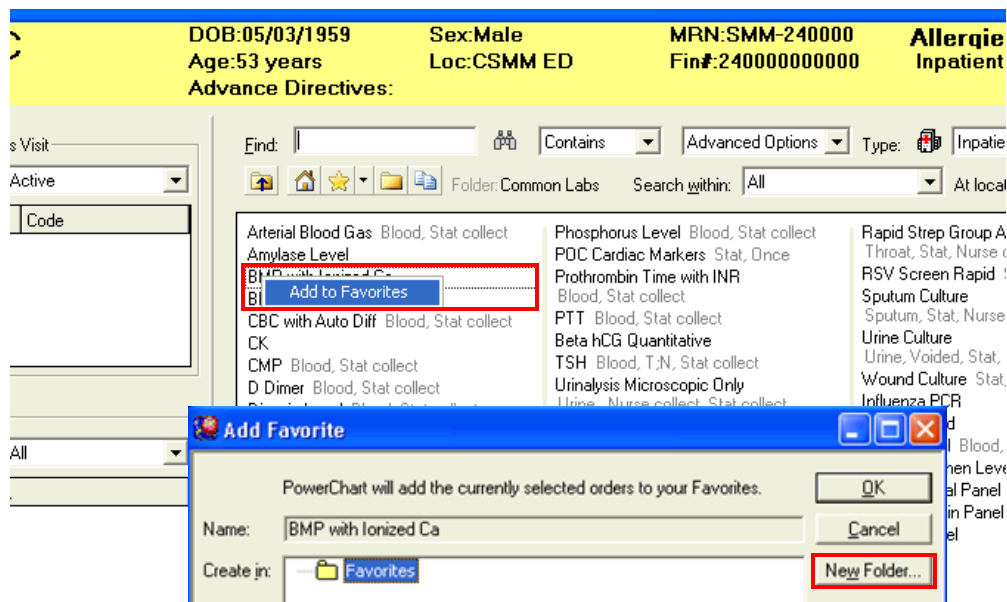1. Open the **Orders** screen. The default screen displays common orders in a variety of folders.

2. To locate common PowerPlans search through one of the CSM system folders (i.e. Critical Care - see above). To locate individual orders search by typing in the Find: box.

3. To save a basic order to your favorites, right click on order (i.e. **BMP with Ionized Ca**), select **Add to Favorites** and click **OK**.
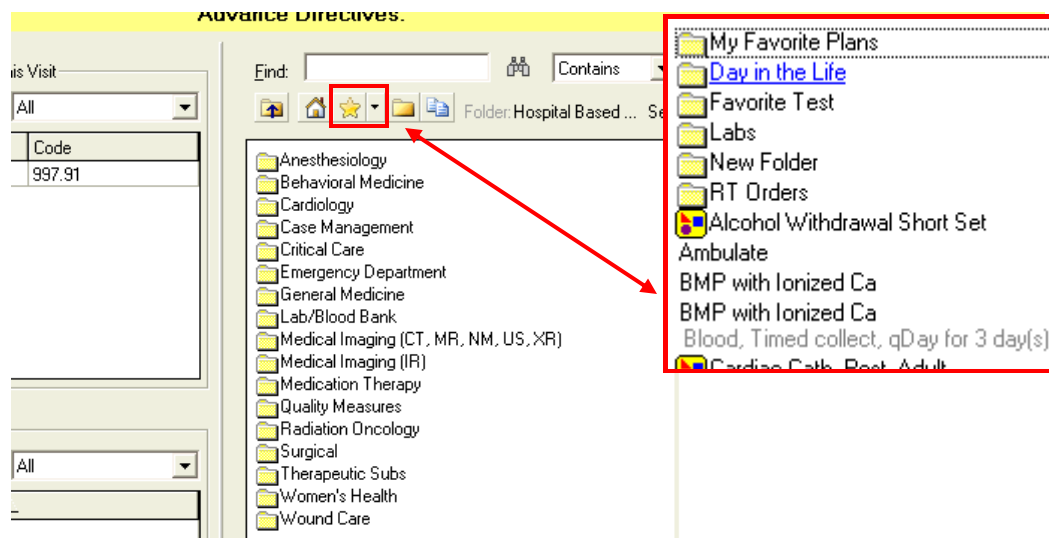
** Note:
The example used here is for Labs. Follow these same steps for creating favorite folders for any orders (i.e. meds, imaging, etc.) or Power Plans (i.e. Gen Admission, etc.).

** Note: On the favorites screen above, you can create a personalized favorite folder (i.e. My Common Labs, etc,) to favorites by clicking the **New Folder** menu item.

4. To save a personalized order/PowerPlan:
    ♦   For a frequently used order (i.e. BMP with Ionized Ca, Timed collect, qDay x 3 days) select the order, complete order details within the scratch pad, then <u>before</u> signing, right click on order, select **Add to Favorites** and click **OK**.

    ♦   For a frequently used PowerPlan (i.e. General Admission) select the PowerPlan, select/ deselect appropriate check boxes and add any additional orders. Before signing, right click on PowerPlan, select **Add to Favorites** and click **OK**.

5. Click the star icon to display the **Favorites** menu. The red box above displays the basic BMP with Ionized Ca order and the personalized BMP with Ionized Ca order, Timed Collect, qDay for 3 days. Favorite folders are also displayed (i.e. My Favorite Plans, Labs, RT Orders, etc.).

Repeat these steps for adding more favorite orders and PowerPlans.