

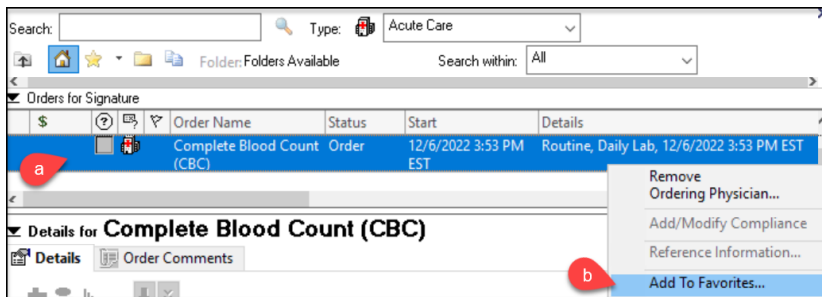
Order Favorites and Home Folder for Providers and Nurses

Cerner PowerChart EDUCATION

Order Favorites

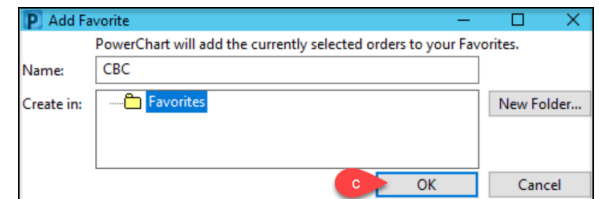
The Favorites folder in Orders allows users to save frequently entered orders and order sentences. User's Favorites folder is not shared with others. Users may have duplicates of the same order, with or without the same order sentence, in different folders.

Adding an Order to Favorites

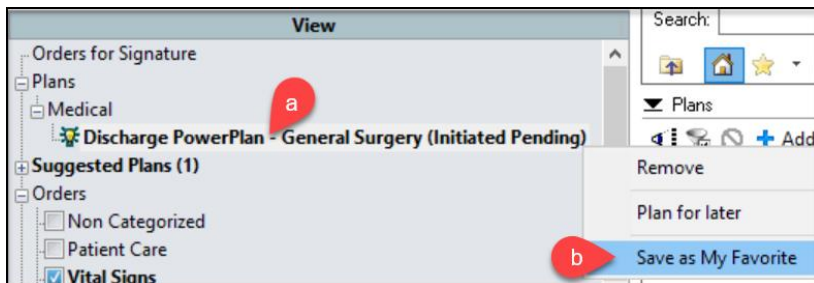


Adding a desired order to favorites:

- a) Right-click on the order before signing it.
- b) Select **Add To Favorites**.
- c) Click **OK**.

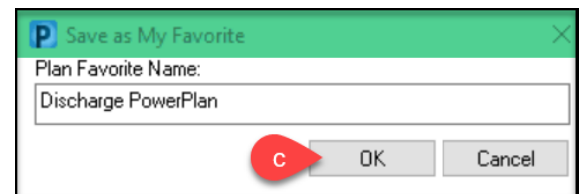


Adding a PowerPlan to Favorites



Adding a PowerPlan into a Favorites folder:

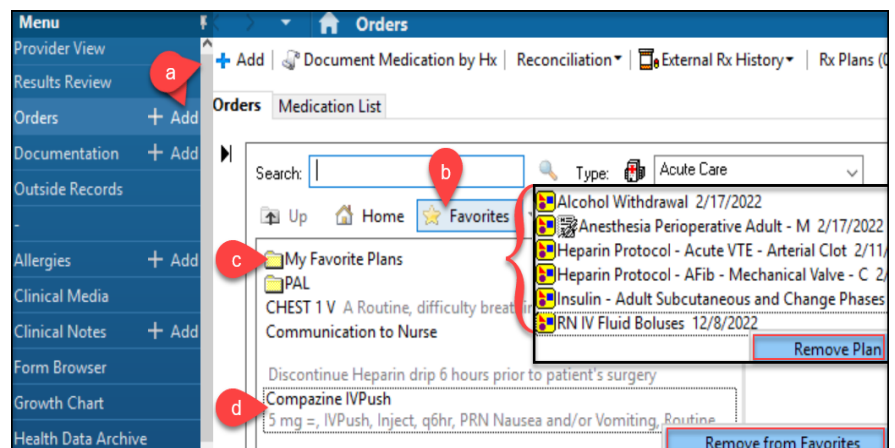
- a) Right-click on the desired PowerPlan.
- b) Select **Save as My Favorite**.
- c) Click **OK**.



Viewing or Removing from Favorites

To view or remove items in Favorites:

- a) Click **Add** from Orders tab to locate a Favorites folder.
- b) Click **★ Favorites**.
- c) To remove a PowerPlan from My Favorite Plans, right-click and select **Remove Plan**.
- d) To remove an order from Favorites, right-click and select **Remove from Favorites**.



Order Favorites and Home Folder for Providers and Nurses

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Setting a Home Folder

To set a Home folder to open automatically when adding an order:

- a) Right-click on a folder from the Orders window.
- b) Select **Set as Home Folder**.
- c) Click the Home icon to return to the Home folder.

NOTE: Only one folder may be designated as a Home folder. Repeat above steps to select a new Home folder.

