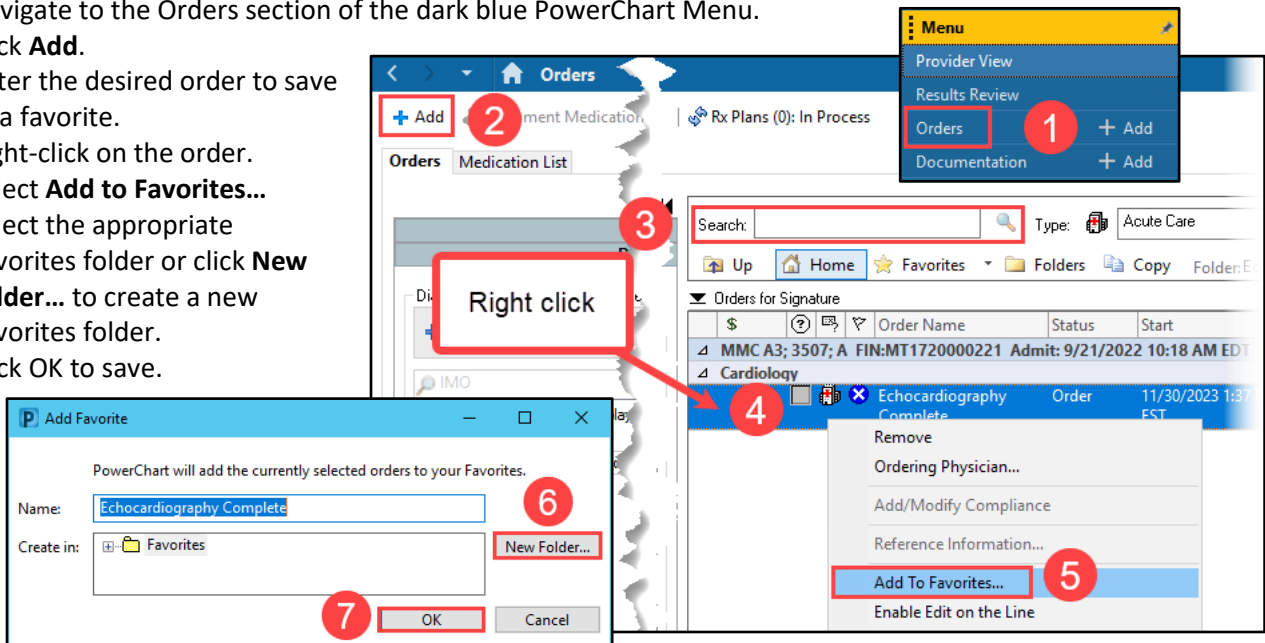


Orders that are frequently used can be saved into a Favorites folder, making them readily accessible. Order details can be modified prior to adding as a favorite, to save that version of the order in the Favorites folder.

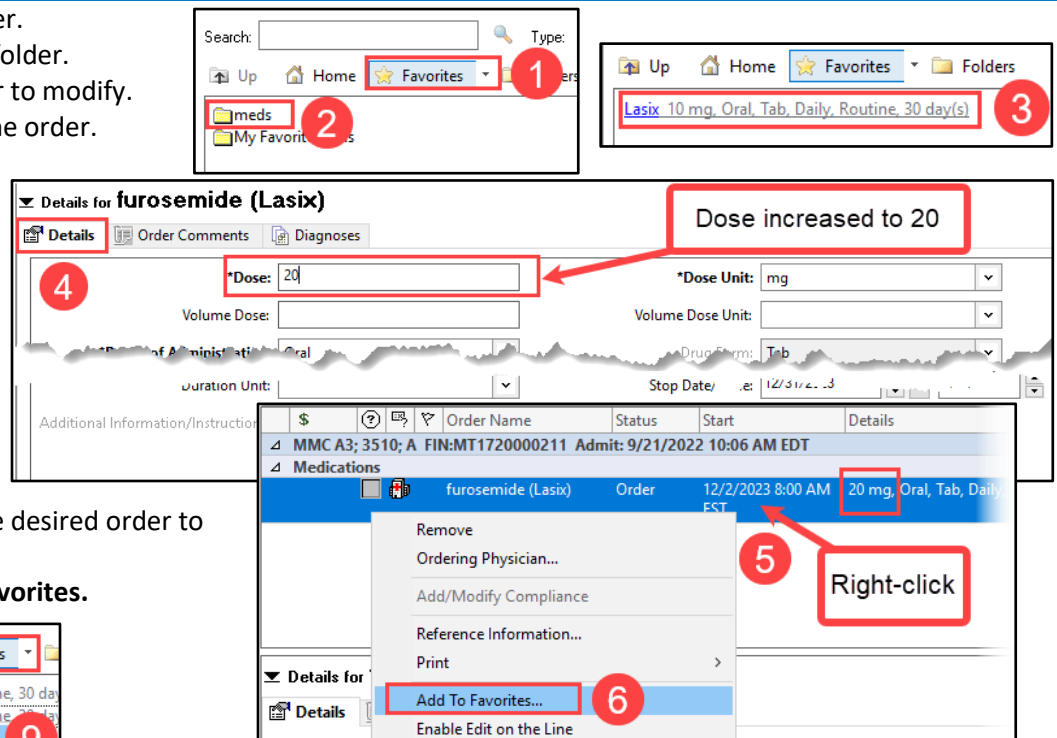
Adding an Order to a Favorites Folder

1. Navigate to the Orders section of the dark blue PowerChart Menu.
2. Click **Add**.
3. Enter the desired order to save as a favorite.
4. Right-click on the order.
5. Select **Add to Favorites...**
6. Select the appropriate Favorites folder or click **New Folder...** to create a new Favorites folder.
7. Click OK to save.



Modifying a Favorited Order

1. Click the **Favorites** folder.
2. Select the appropriate folder.
3. Select the desired order to modify.
4. Modify the **Details** of the order.
5. Right-click on the order.
6. Select **Add to Favorites...**
7. Select the appropriate Favorites folder.



To remove a favorited order:

8. Within the **Favorites** folder, right-click on the desired order to remove.
9. Select **Remove from Favorites**.

