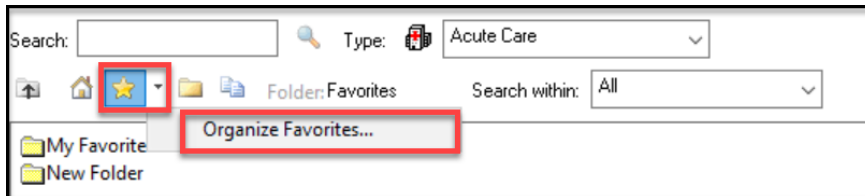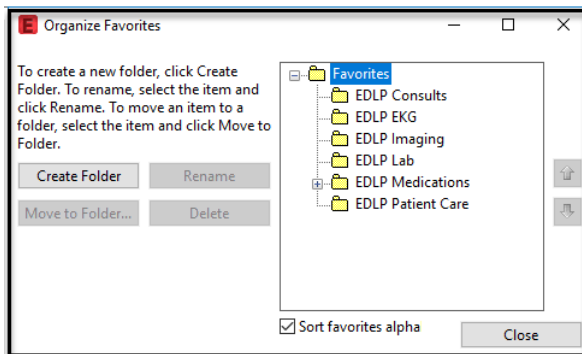## Configuring Personal Favorite Folders

For personal order favorites to appear in the Patient Summary Tabs, the folder names must match the folder names defined in the configuration. If personal favorite folders are not already configured, you must configure them. This is a one-time process.

1. From the orders menu, click **add order**. Select the **drop-down arrow** next to the Star/Favorites icon, click **Organize Favorites**…

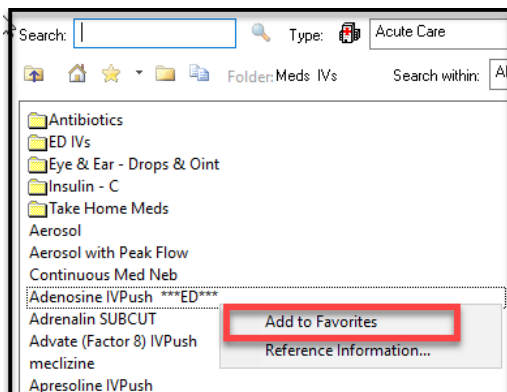2. In the Add Favorites dialog box, click **Create Folder**.

Note: If you have an existing folder(s), you can simply rename it. i.e., Lab Folder, could be renamed to EDLP Lab

3. Enter each of the folder names exactly (case sensitive) as they are displayed below and click **CLOSE**.
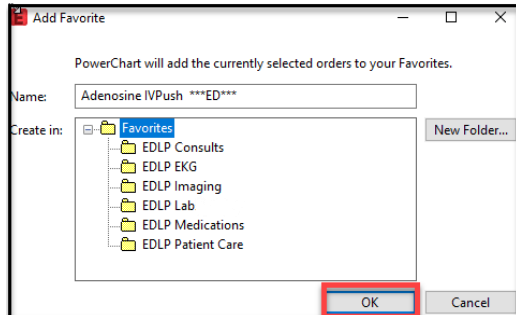   a. EDLP Consults
   b. EDLP EKG
   c. EDLP Imaging
   d. EDLP Lab
   e. EDLP Medications
   f. EDLP Patient Care
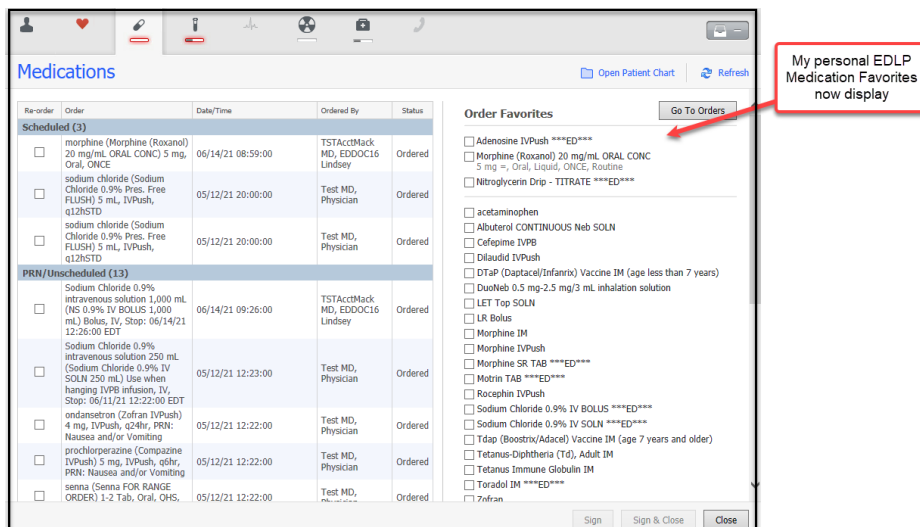
Adding Personal Favorite Orders

1. From a list of orders, **right-click** the order you want to save as favorite and select **Add to Favorites**.

2. In the Add Favorites dialog box, select the appropriate category folder for the order. For example, assign the favorite Adenosine IVP order, to **EDLP Medications**.
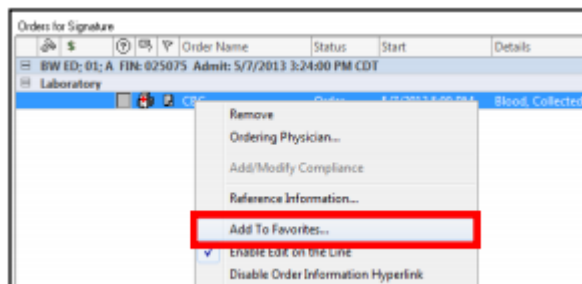

3. Click **OK**. The order is now added to the favorites section of the Orders dialog box in ED LaunchPoint.

Adding Selected Orders as Favorites

1. To add favorite orders already selected in Orders, right click an order and select to **Add To Favorites**.

2. In the **Add Favorites dialog box**, select the appropriate folder for the order and click **OK**. The order is now added to the Favorites section of the Orders dialog box in ED LaunchPoint.