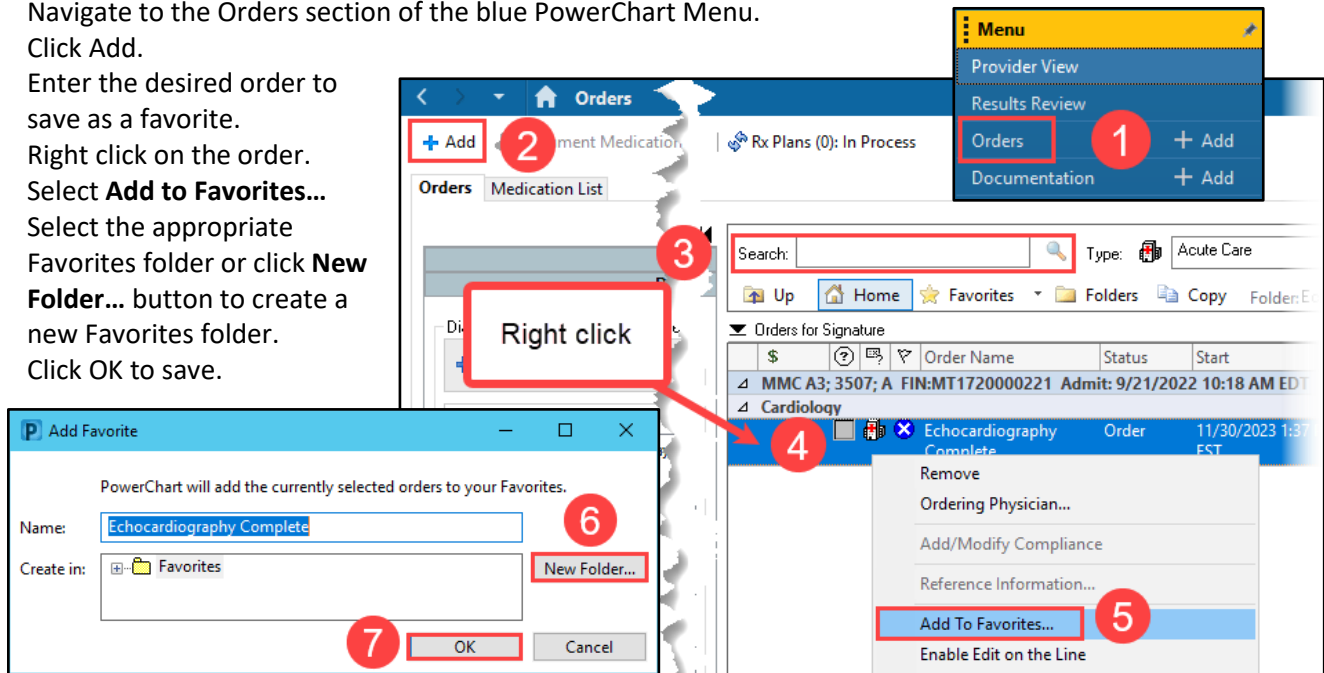# Order and PowerPlan Favorites for Providers and Nursing Staff

Cerner PowerChart **EDUCATION**

Orders and PowerPlans that are frequently used can be saved into a Favorites folder, making them readily accessible. Order and PowerPlan details can be modified prior to adding as a favorite is how it will be saved in the Favorites folder.
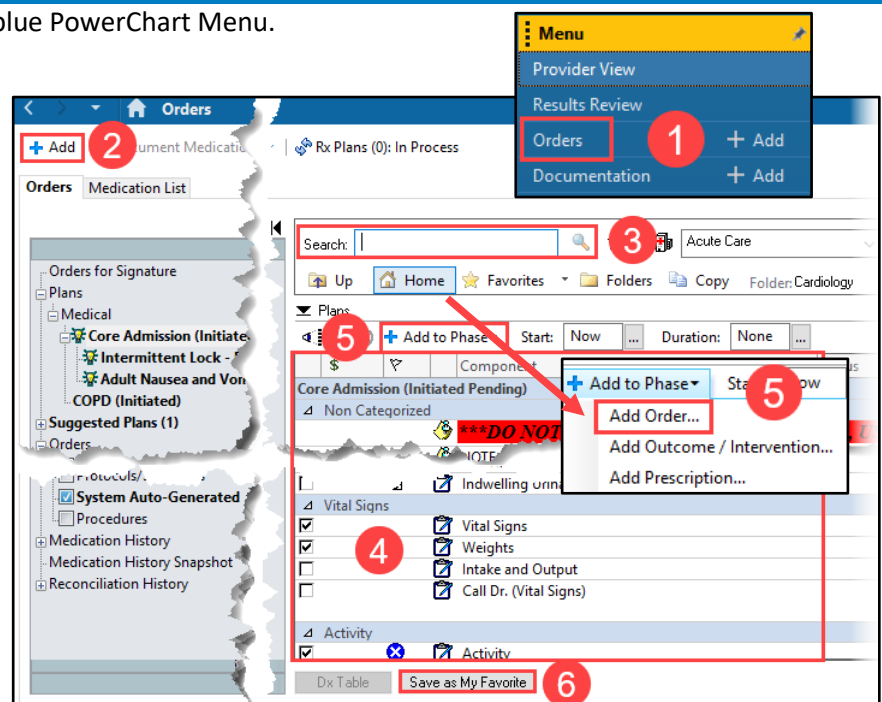
Adding an Order to a Favorites Folder

1. Navigate to the Orders section of the 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…** button to create a new Favorites folder.
7. Click OK to save.
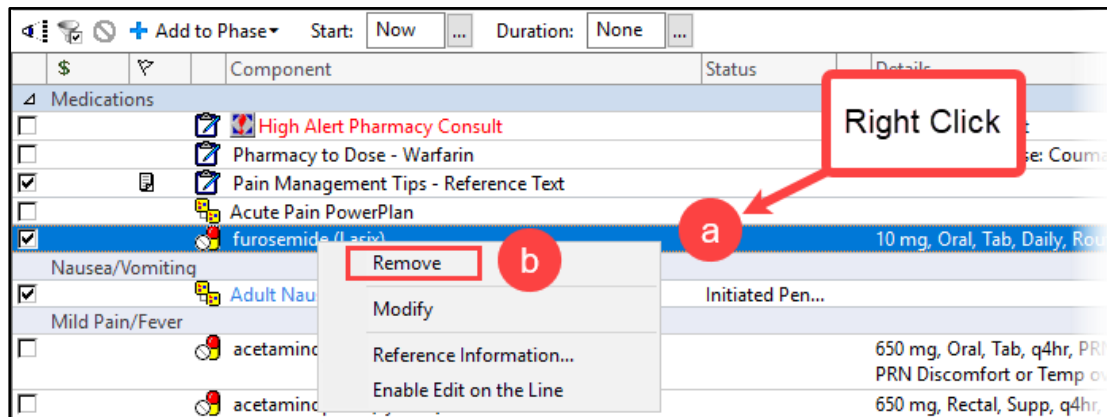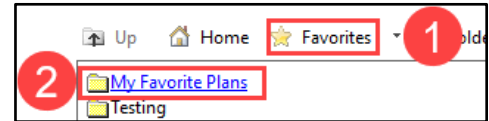
Adding a PowerPlan to a Favorites Folder

1. Navigate to the Orders section of the blue PowerChart Menu.
2. Click **Add**.
3. Enter the desired PowerPlan to save as a favorite.
4. Make order selections within the PowerPlan that are desired.
5. Click **Add to Phase** to add additional orders to a PowerPlan, if desired.
6. Click **Save as My Favorite** to save that version of the PowerPlan to the Favorites folder.

Note: Modifications made to a PowerPlan before saving as a favorite is how it will be saved in the Favorites folder.

Modifying a Favorited PowerPlan

1. Click the **Favorites** folder.
2. Click on **My Favorite Plans** folder.
3. Select the desired PowerPlan to modify.
4. Make desired modifications within the PowerPlan.
   - To remove an order within a Favorited PowerPlan.
     a. Right click on the order.
     b. Select Remove.

5. Click **Save as My Favorite** to save the new version of the PowerPlan in the Favorites folder.

Note: The newest saved version of the PowerPlan will have today's date next to the name.