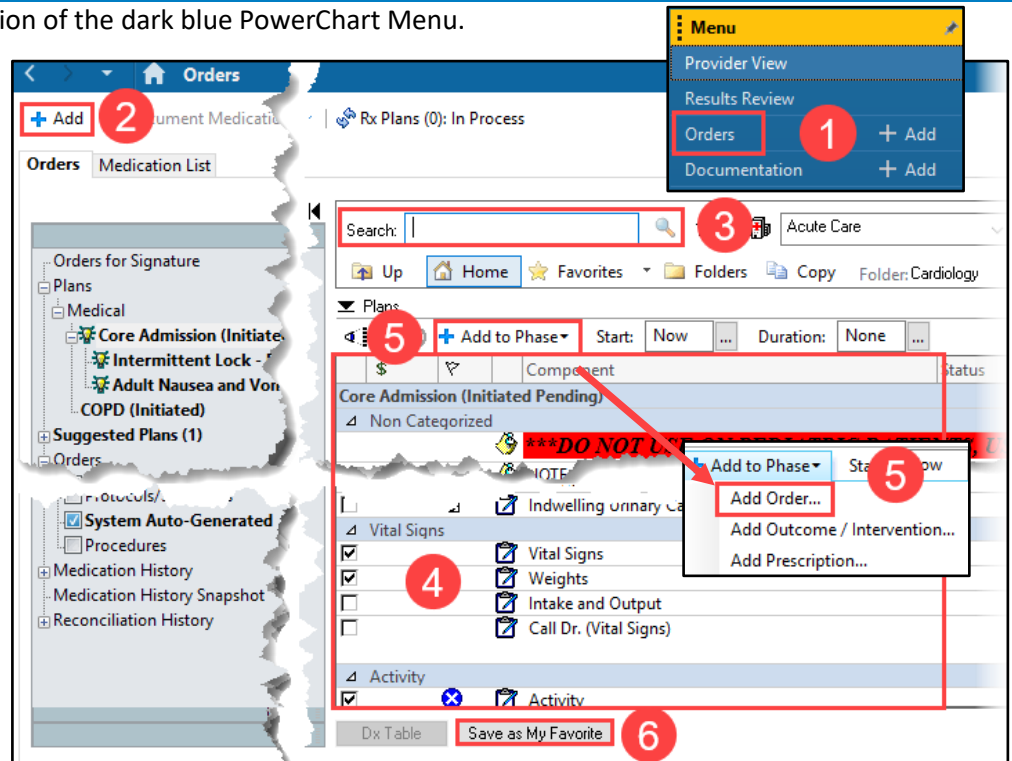


PowerPlans that are frequently used can be saved into a Favorites folder, making them readily accessible. PowerPlan details can be modified prior to adding as a favorite, to save that version of the PowerPlan in the Favorites folder.

Adding a PowerPlan to a Favorites Folder

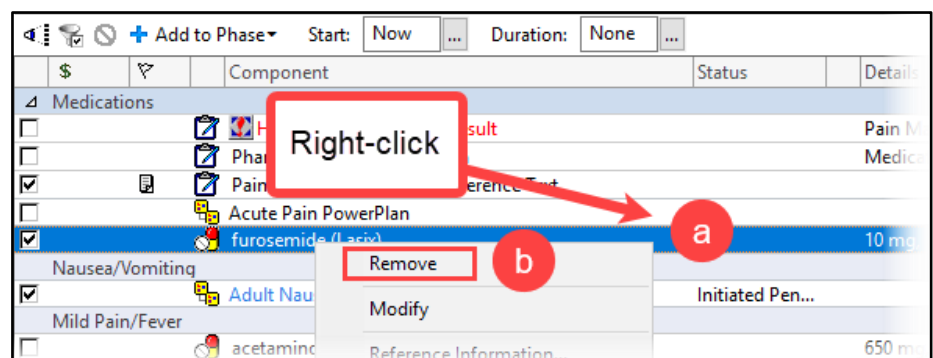
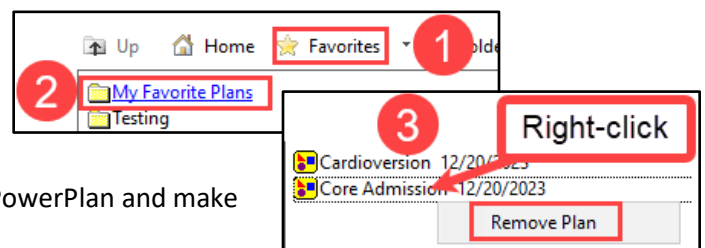
1. Navigate to the Orders section of the dark blue PowerChart Menu.
2. Click **Add**.
3. Enter the desired PowerPlan to save as a favorite.
4. Make order selections within the PowerPlan that are desired.
5. Click **Add to Phase** to add additional orders to a PowerPlan, if desired.
6. Click **Save as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

Removing or Modifying a Favorited PowerPlan

1. Click the **Favorites** folder.
2. Click on **My Favorite Plans** folder.
3. To remove a favorited PowerPlan, right-click the desired PowerPlan.
 - Select **Remove Plan**.
4. To modify a favorited PowerPlan, select the desired PowerPlan and make modifications.
 - 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.