

Standing Order Creation

1. Navigate to the Manage Orders screen and select the Future Orders bar
2. Select the desired date for the first order in the Order Date field
3. Search for the lab test in the Lookup field
4. Select the lab test. The test should drop to the Future Orders section with the desired date
5. Click on the Add Standing Orders button
6. Fill in the Number of Standing Orders Required
7. Select how far apart the orders should be in the Select Standing Orders Duration
8. Select OK when complete

