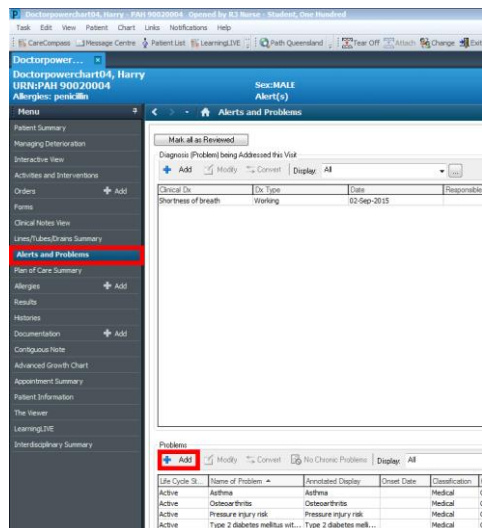


## Adding an Alert and Problem Favourites Folder

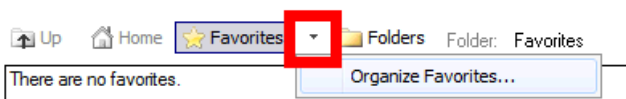
### Quick reference guide

#### Creating a Favourites Folder

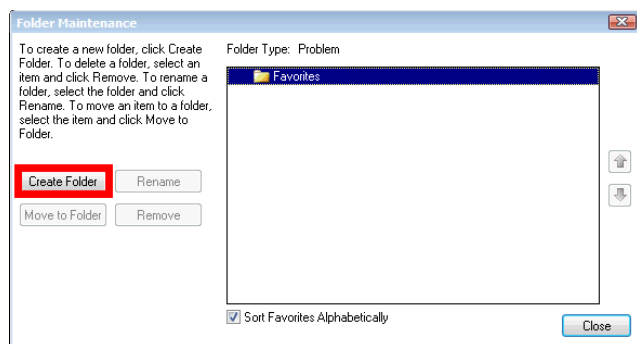
1. Open a patient's chart
2. Go to *Alerts and Problems* from the menu bar
3. Click *Add* in the problem window



4. Click on drop down arrow beside the *Favourites* heading in the newly visible catalogue window.



5. Click on *Organise Favourites...*
6. Click on *Create Folder* in the *Folder Maintenance* window



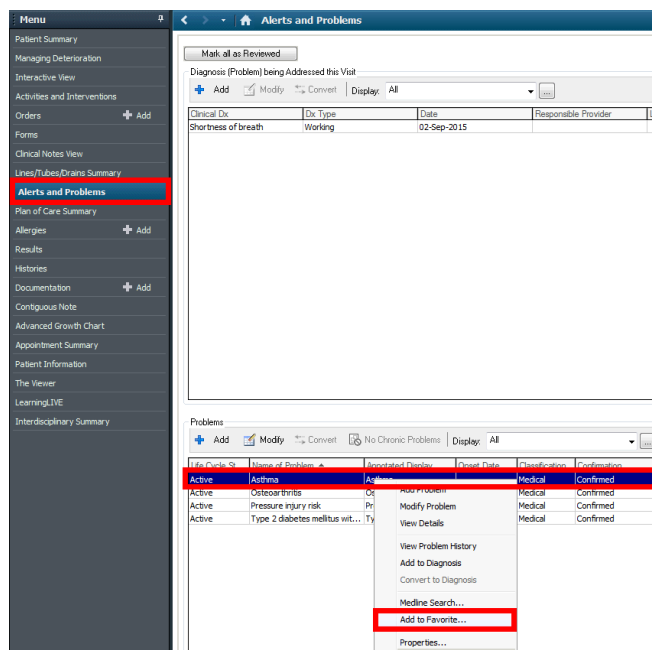
7. Rename the folder according to your area.

Favourites must be stored in a subfolder. They cannot be assigned to the root *Favourites* folder.

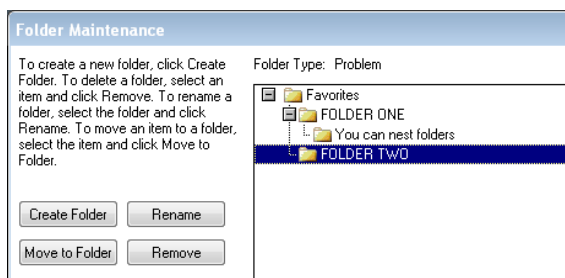
## Assigning a problem to a Favourites Folder via an existing patient

Problems can be added to your favourites from existing patient charts.

1. Open the patient's chart that contains the problem you wish to add to your *Favourite Folders*
2. Go to *Alerts and Problems* from the menu bar
3. Right click the existing *Problem* you wish to add and click on *Add to Favourites...*



4. Select the folder you wish to add the *Problem* to, then select *OK*



5. The *Problem* will now be available via the *Favourites* tab



## Assigning a problem to a Favourites Folder via the SNOMED CT Database

You can add any problem in the SNOMED CT Database to a Favourites Folder via the search window.

1. Open a patient's chart
2. Go to *Alerts and Problems* from the menu bar
3. Click *Add* in the Problem window

Doctor  
Nurse  
Allied



- Click the *Binoculars* to search SNOMED CT Problems
- Use the search box to find the problem(s) of interest



If you know the SNOMED CT Code, you can use it to search for the exact problem required in your clinical area. Use the *Search by Name* and *Search by Code* buttons to toggle the search method.

- Select the problem and click *Add to Favourites* to bring up the *Folder Maintenance* window
- Choose a *Favourites Folder* and then click *OK*



Favourites must be added one at a time – there is no way to select multiple problems at once and add them all at the same time.

### Selecting Problems from the Favourites Folders

Once set up, your *Favourites Folder* will allow for quick access of your commonly seen and treated conditions. To assign a problem to a patient using your Favourites:

- Start the *Add Problem* process in a Patient Chart
- Click the *Favourites Star*



- Navigate through the Folders like the default catalogue
- Double click to select the problem
- Finish the *Add Problem* process as usual

Doctor

Nurse

Allied