

Orders: Sharing Favourites Nursing

Quick reference guide

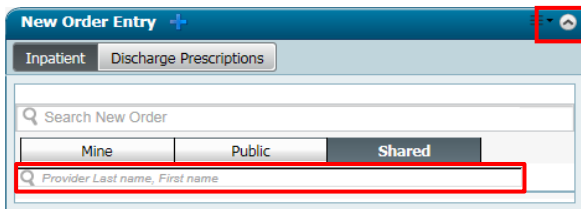
Favourite Orders and PowerPlans can be shared between users.

To Share Favourites

1. To use the saved Favourite Orders/PowerPlans of another clinician, open a patient chart to the *Patient Summary* and select the *Discharge Tab*.

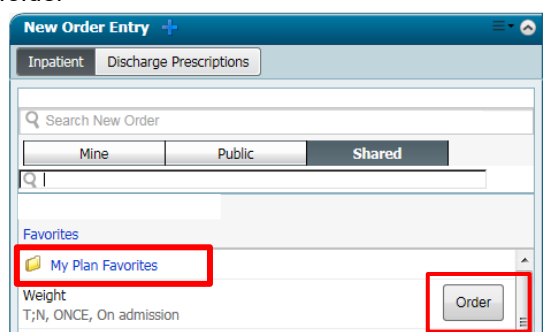


2. Locate the *New Order Entry* widget and expand the widget by clicking on the arrow in the top right corner of the tab.
3. Select the *Shared* tab and type the name of the clinician whose favourites you want to save in the Provider search field.



4. Select the order/favourite folder to be shared and select the *Order* button

For PowerPlans, select the *My Plan Favourites* folder

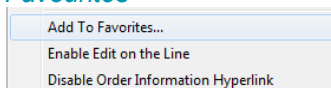


5. Select the *Orders for Signature* icon  in the top right corner

6. Select the *Modify* button.

The Order scratchpad will open with shared Orders/PowerPlan

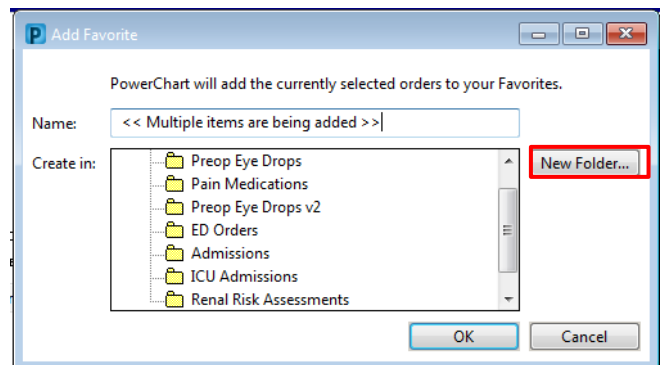
7. To save orders, right click and select *Add to Favourites*



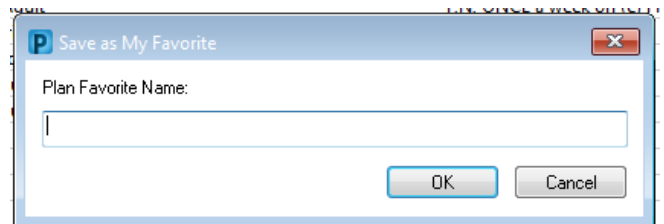
To save multiple orders, hold shift down, highlight all orders and right click.

To save PowerPlans, select *Save as My Favorite*

8. Select the folder where the order is to be saved or create a new folder by selecting *New Folder*

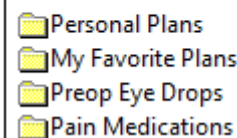


For PowerPlans enter the Plan Favourite Name



Please consult with your local area for the naming convention of your "favourite" Plan/Folder.

9. The Orders/PowerPlan will now be saved as a favourite/s and can be accessed via the star icon in the *Add Order* window.



Any changes that are made to the original Nursing Favourite Orders/PowerPlans will not update for all users that have saved those favourites.