

## Purpose

The Favorite folder is a convenient feature that speeds up the documentation process by having commonly used selections available without searching or browsing the entire available catalog.

Favorite folders are unique to a user and are maintained by that user. Users create, move, delete, and organize their own Favorite folders. Favorite folders can be created for Orders, Medications, Problems, Diagnoses, Allergies, and Histories.

**Note:** The default “parent” folder for orders and medications is called “Ambulatory In-Office Favorites (Misc 1).” DO NOT rename or delete this folder. It controls the folders that you create for all In-Office (non-prescription) orders.

## Adding Favorites

1. Select the item to add to your Favorites folder from the “Add” window.
2. Right-click the item and select “Add to Favorites.”
3. The “Add Favorite” dialog displays.
4. Choose an existing folder or create a new one by selecting “New Folder.” Click “OK.”
5. To verify the entry, select the “Favorites” icon within the “Add” window and select the folder to view the favorite.

## Organizing Favorites

The following rules apply to organizing favorites:

- Folders can be listed alphabetically or according to the sequence in which they were added.
- Folders can be re-ordered or consolidated.
- Folders can be renamed.

To organize a favorite folder:

1. In the “Add” window, click the drop-down arrow adjacent to the favorites button and click “Organize Favorites.”
2. In the “Organize Favorites” dialog box, select any of the following options:
  - Sort folders alphabetically by name (by clicking the “Sort Favorites Alphabetically” check box).
  - Re-order items individually: select the item you want to move and click the Up or Down Arrow icon(s) to move item(s) up or down in the listing.
  - Rename a folder.
  - Move an order from one Favorite folder to another: Select, drag, and drop the order into its new location.**REMINDER: DO NOT delete the Ambulatory In-Office Favorites (Misc 1) folder.**

## Deleting Favorites

1. Open the Favorite folder that contains the item to be deleted.
2. Select the order for removal by right-clicking the order name and choosing “Remove from Favorites.”  
**REMINDER: DO NOT delete the Ambulatory In-Office Favorites (Misc 1) folder.**