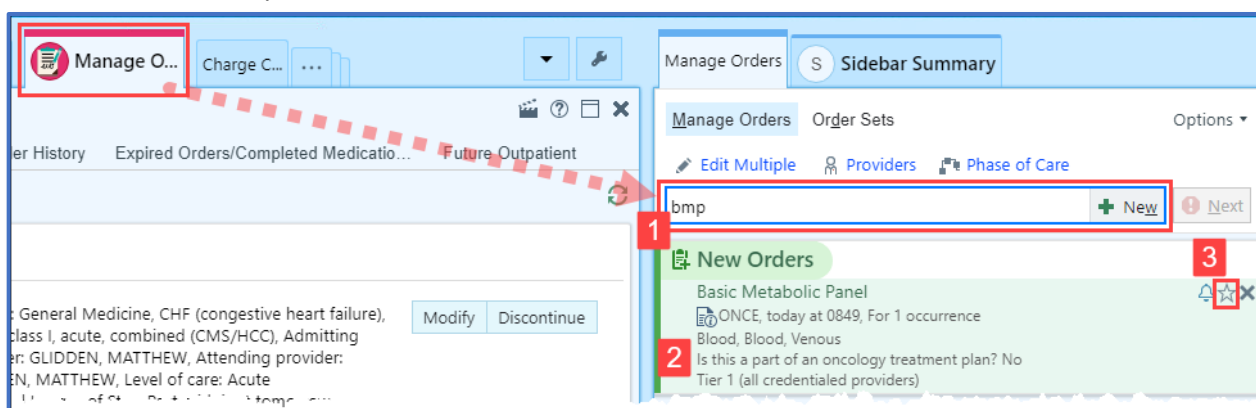


IP Prov: Add / Edit Preference List Orders

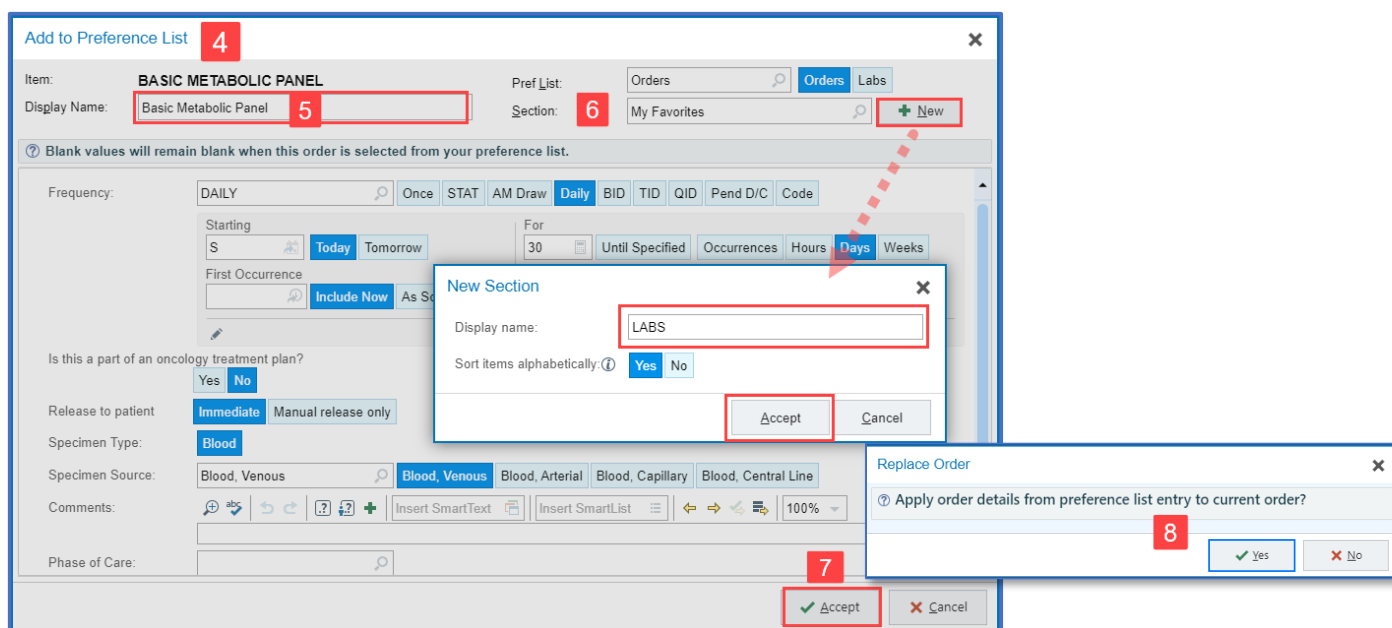
For orders you place most often, save time by adding the orders to your Preference List.

Try It Out

1. From the **Manage Orders** activity, search for the order in the **Place new orders or order sets** field.
2. Select the order and it will appear in the **Orders Sidebar**.
3. To add this order to your **Preference List**, hover on the order and click the star icon.



4. The **Add to Preference List** window opens.
5. Enter a **Display name** of your choosing and **complete your order preferences** (i.e., dose, frequency, etc.).
6. Use the **Section** field to select the section of your Preference List in which you want this order to appear. Sections make your Preference List easy to manage. Click **New** to create a new section.
7. Click **Accept** to save the order to your Preference List.
8. The system will ask if you want to apply the order details from the Preference List entry to the current order. Choose **Yes** or **No**.

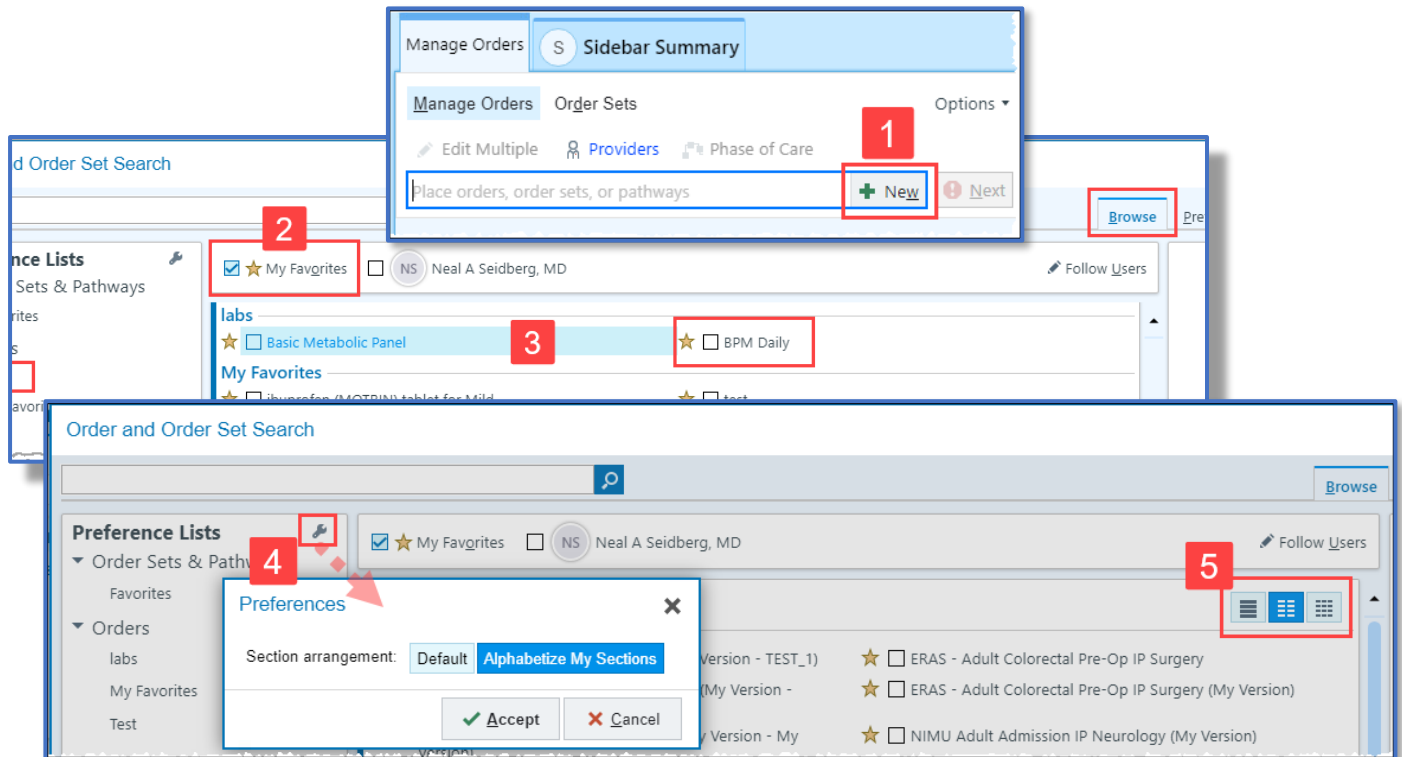


View, Customize or Edit Your Preference List

View all orders on your Preference List from the **Browse** tab.

Customize

1. Click the **New** button from the orders search window to go directly to the Browse tab.
2. Find your **My Favorites** list in the **Labs** category.
3. You can use the **Only Favorites** checkbox to view only those orders listed on your Preference List.
4. Use the **wrench** for Selection arrangement to **Alphabetize My Sections**.
5. Use the columns icons to customize your view. Select from a list view, or two or three columns.



Edit a Preference List from the Browse Tab

1. Hover over the Preference List to edit, make certain not to check the box.
2. Right click to open the menu.
3. Select Edit Preference List Entry.
4. Update the order, then click **Accept**.

