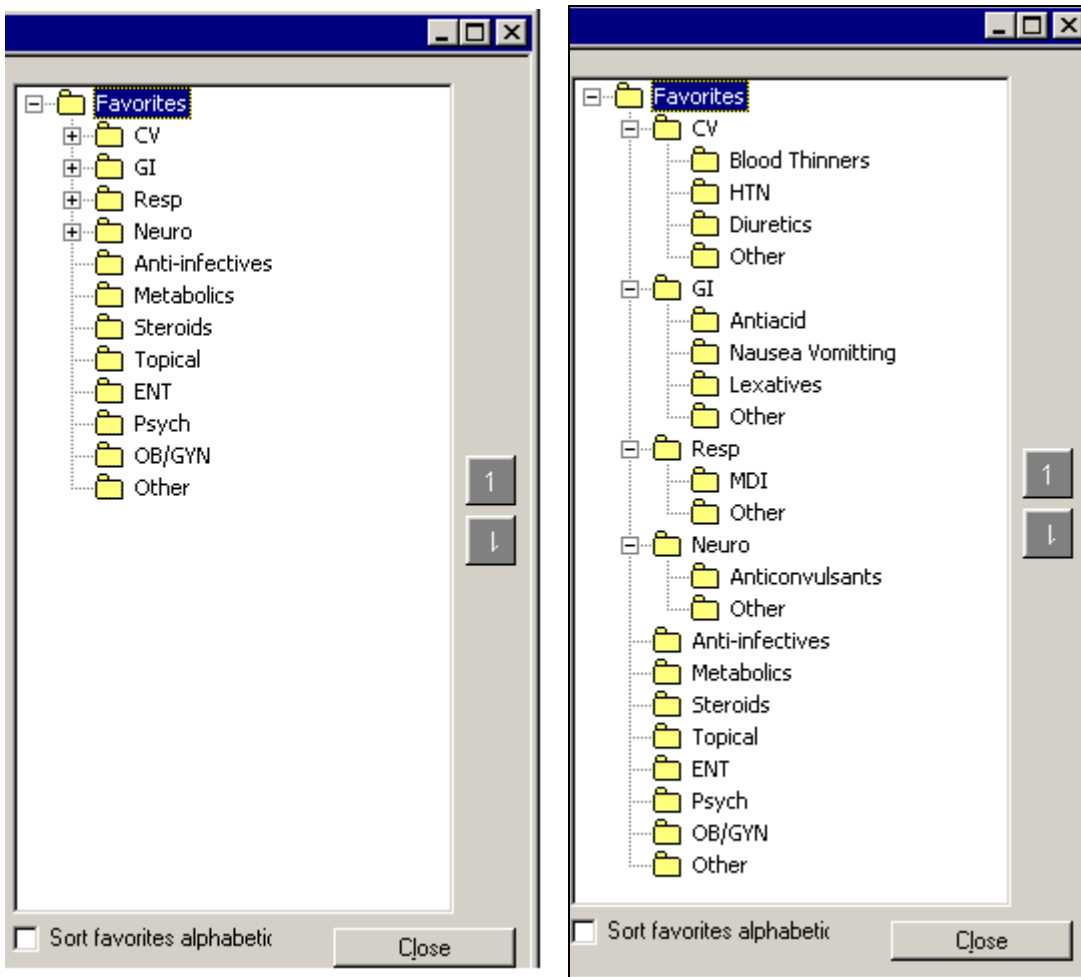


Organize Favorite Medication Folders



It is recommended to use the pre-set folders (Order Catalog folders) to select medications.

You can create your own favorite medications and organize them by creating different folders and subfolders. You can change the order of the folders or subfolders to suit your needs.

The following is an example of how you can organize your favorite medication folders.



Creating Folders

1. Select any patient on the Track board.
2. Click the **Depart Process Icon** on the toolbar.
3. Click the **Pencil** icon next to **Prescriptions** in the navigator.
4. Click the Down Arrow  next to the **Yellow Star**  (**Favorites**) button.
5. Select **Organize Favorites**.
6. Click **Create Folder** button.
7. Type a name for the folder, e.g. "CV".
8. Press the **Enter key** on your keyboard.
9. Highlight **Favorites** folder.
10. Click **Create Folder** button.
11. Type a name for the folder, e.g. "GI".
12. Press the **Enter key** on your keyboard.
13. Repeat Steps 9-12 to create more folders, e.g. "Neuro", "Resp", "Topical", "ENT"....etc.

Creating Subfolders

1. Highlight a folder, e.g. "CV" folder.
2. Click **Create Folder** button.
3. Type a name for the subfolder, e.g. "HTN".
4. Press **Enter key** on your keyboard.
5. Highlight the "CV" folder.
6. Click **Create Folder** button.
7. Type a name for the subfolder, e.g. "Diuretics".
8. Press **Enter key** on your keyboard.
9. Repeat Steps 5-8 to create more subfolders, e.g. "Blood Thinner", "Other"...etc.



Renaming your Folder or Subfolder

1. Highlight the folder you wish to rename, e.g. "Blood Thinner".
2. Click the **Rename** button on the left.
3. Type the new name, e.g. "Anticoagulants".
4. Press **Enter key** on your keyboard.

Changing the Order of the Folders

1. Highlight the "CV" folder.
2. Make sure Sort Folders Alphabetically is unchecked.
3. Click the **Down Arrow** on the right to move it down after the "GI" folder.
4. You can click the **Up Arrow** to move it back up if you like.

Note: When you have medications added to your folder, you can change the order of the medications using the same method.

Changing the Order of the Subfolders within the Same Folder

1. Highlight a subfolder you wish to move.
2. Click the **UP** or **Down Arrow** on the right to move the suborder.

Moving a Subfolder to another Folder

1. Highlight the subfolder that you wish to move.
2. Click the **Move to Folder** button on the left.
3. Select the folder you want to move to.
4. Click **OK**.

Note: You can also use the "drag and drop" method to move the folder. (Click and hold the folder you wish to move; and drag and drop to another folder you wish to move to.)

Note: When you have medications added to your folder, you can move the medication to another folder with the same method.

Deleting a Folder or Subfolder

1. Highlight the folder or subfolder that you wish to delete.
2. Click the **Delete** button on the left.

*Note: To remove a medication, refer to **Pocket Guide, Organizing your Favorite Folders***