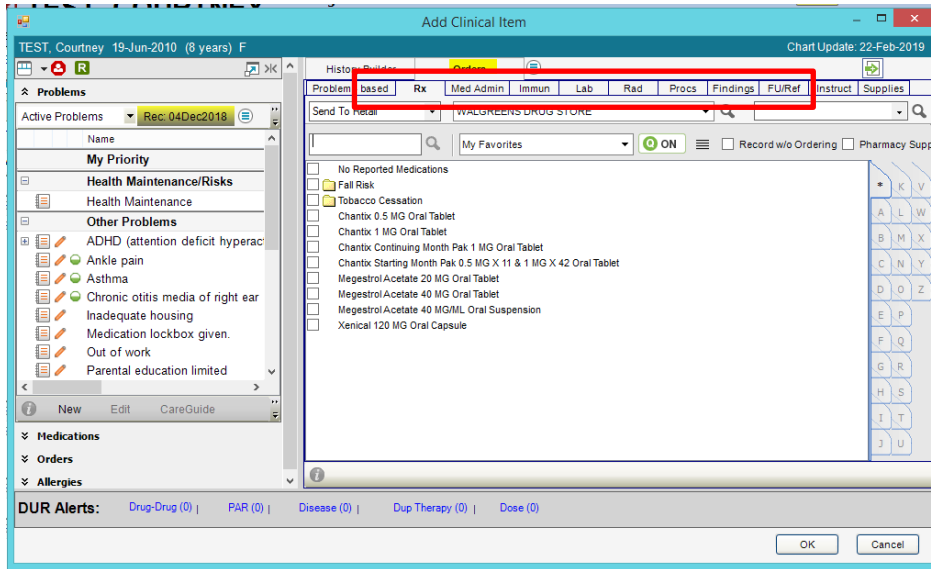


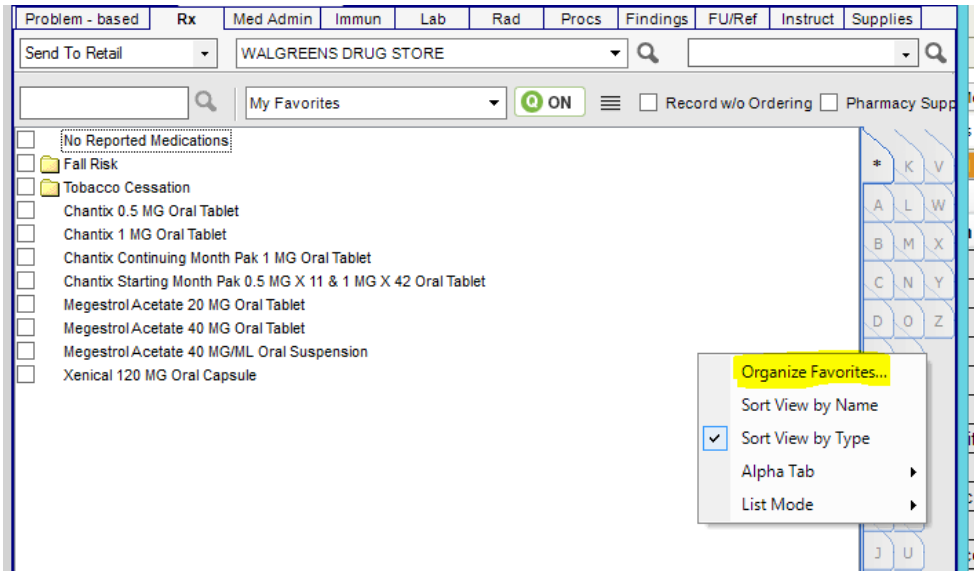
# Creating an Order Group Folder

Setting up an order group can help you quickly access orders that are frequently ordered together.

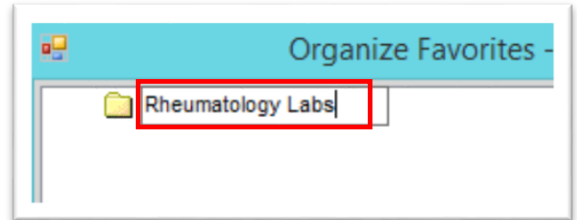
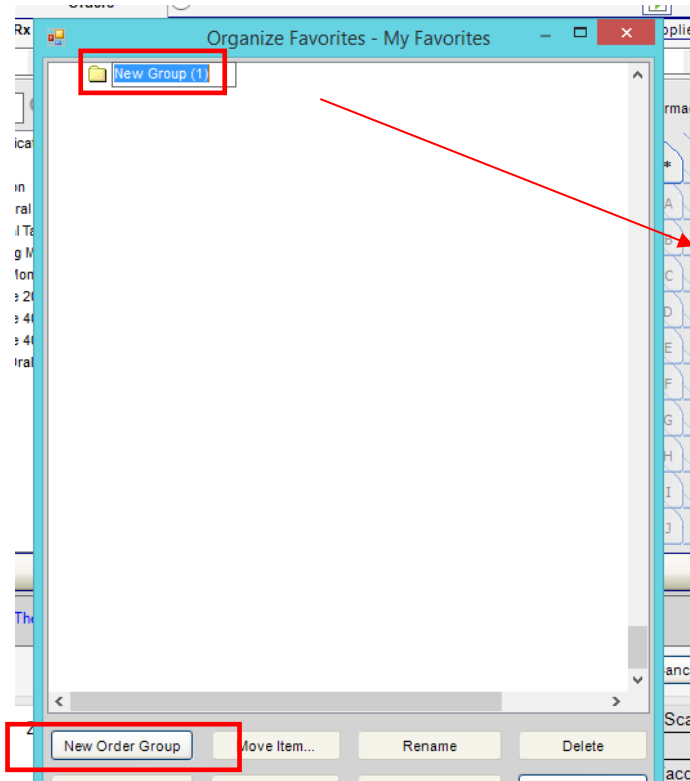
1. Click on one of the order tabs in the Add Clinic Item (ACI) box (Rx, Lab, Rad, FU/Ref, etc.).



2. In the white area, right click and choose **Organize Favorites**.



3. Click the **New Order Group** button. In the field next to the new folder, erase “New Group (1)” and type the name of your new folder. Click Close.

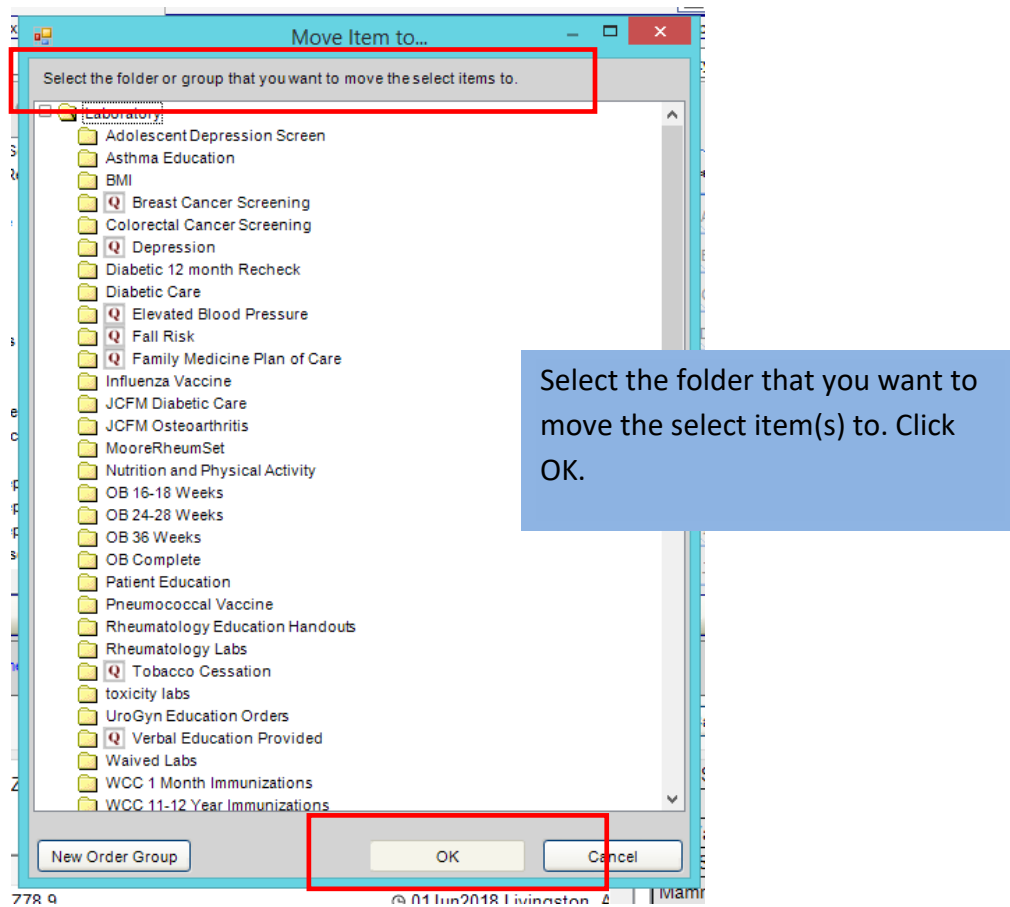
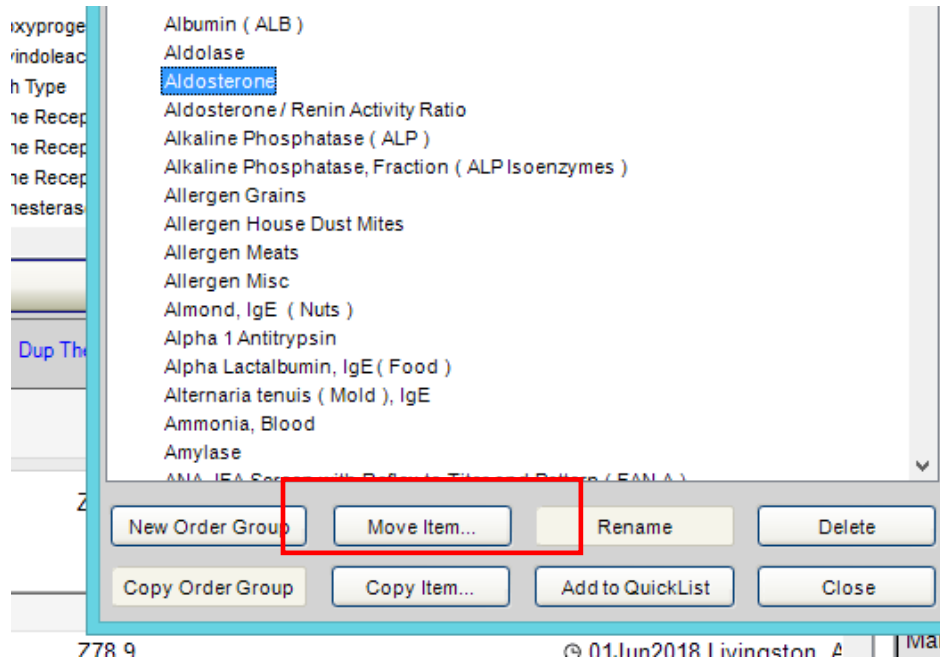


4. Now you are ready to start adding to the folder. Go back to Organize Favorites. If the item you want to add to the folder is on your favorites list (and available on the Favorites screen), you can just drag it into the appropriate folder.



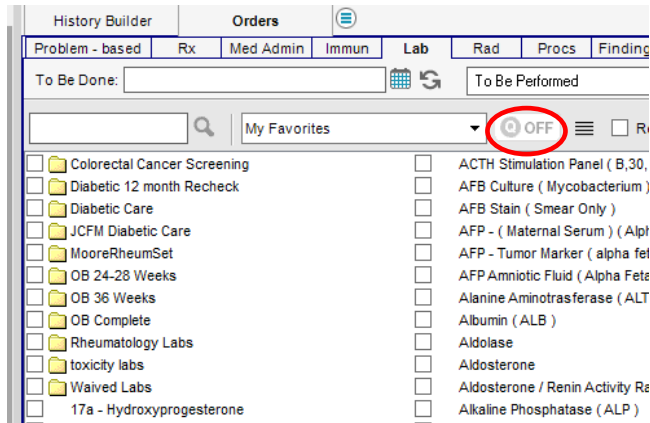
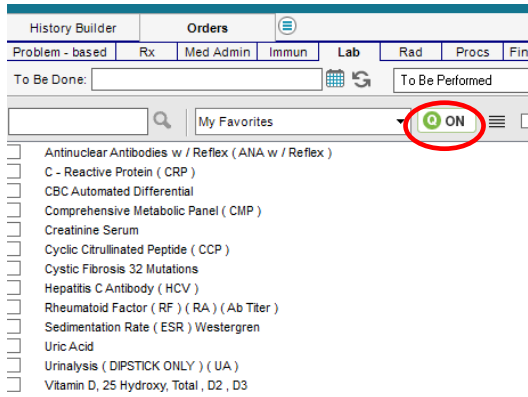
Click item on list and drag into the appropriate folder

Alternately, you can highlight the item and then click Move Item.

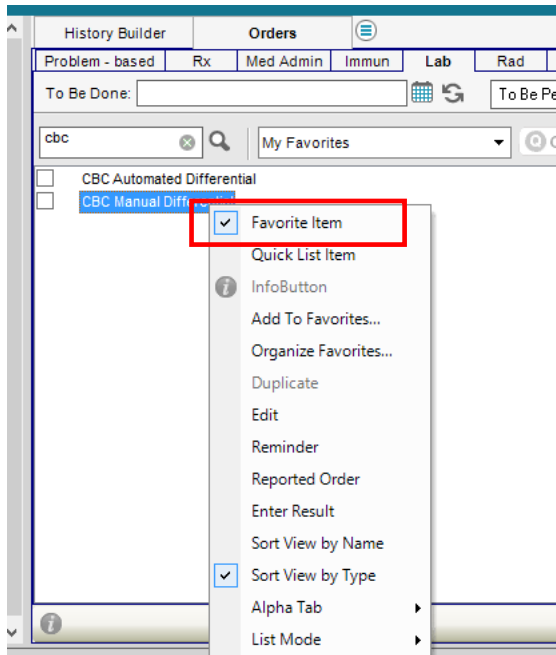


Last updated 2/22/2019.

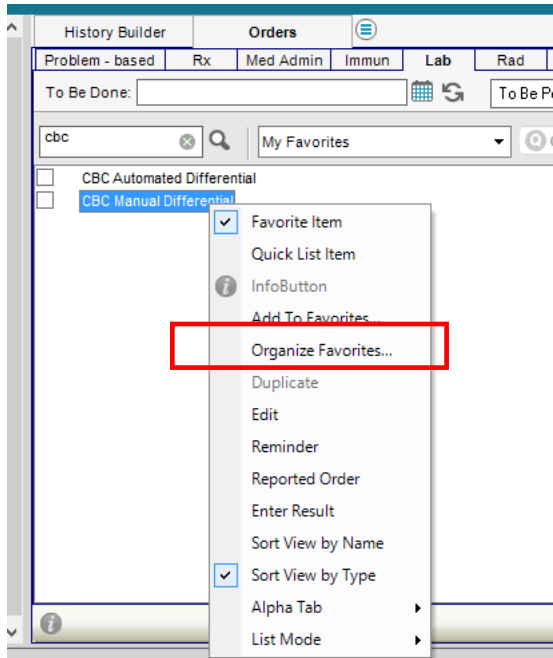
- If the item is not available on this list, return to the ACI and search for the item you want to add. **The folder will not be visible if you have your QuickList on, so turn that off to view the folder.**



- Once you have located the item, right click on the item you want to add to the folder and check it as a Favorite Item.



7. Right click the item again and choose Organize Favorites.



8. Find the item on the list and drag into the appropriate folder, or use the alternate method above and use the Move Item button.

