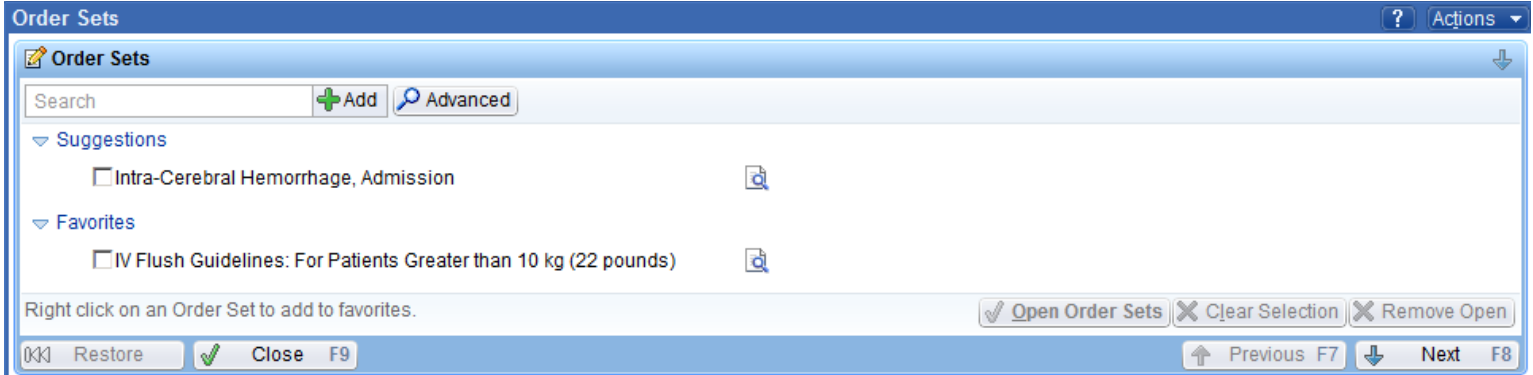




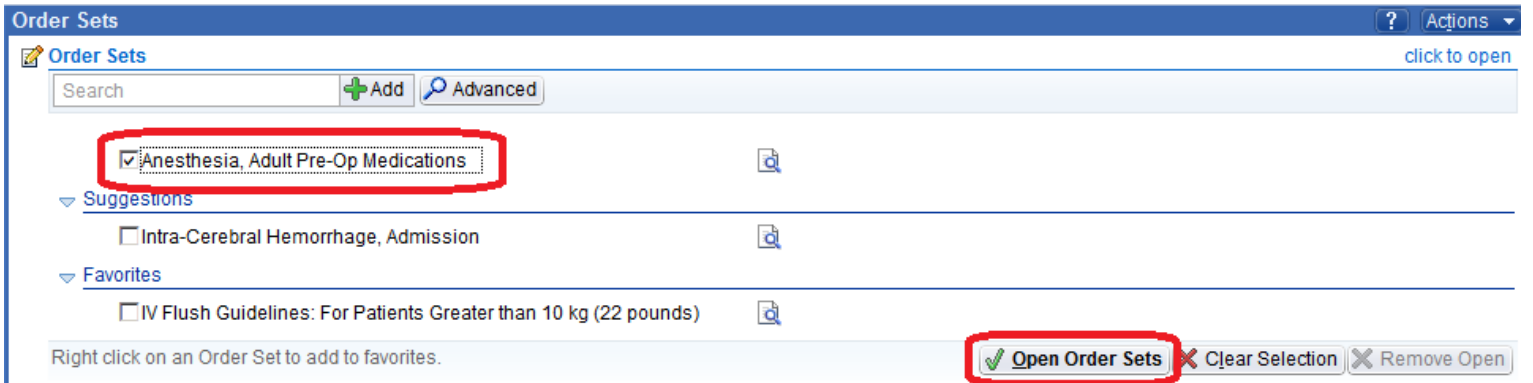
# Editing and Saving Order Sets for Future Patients

Providers - to edit and save an order set, just follow these simple steps:

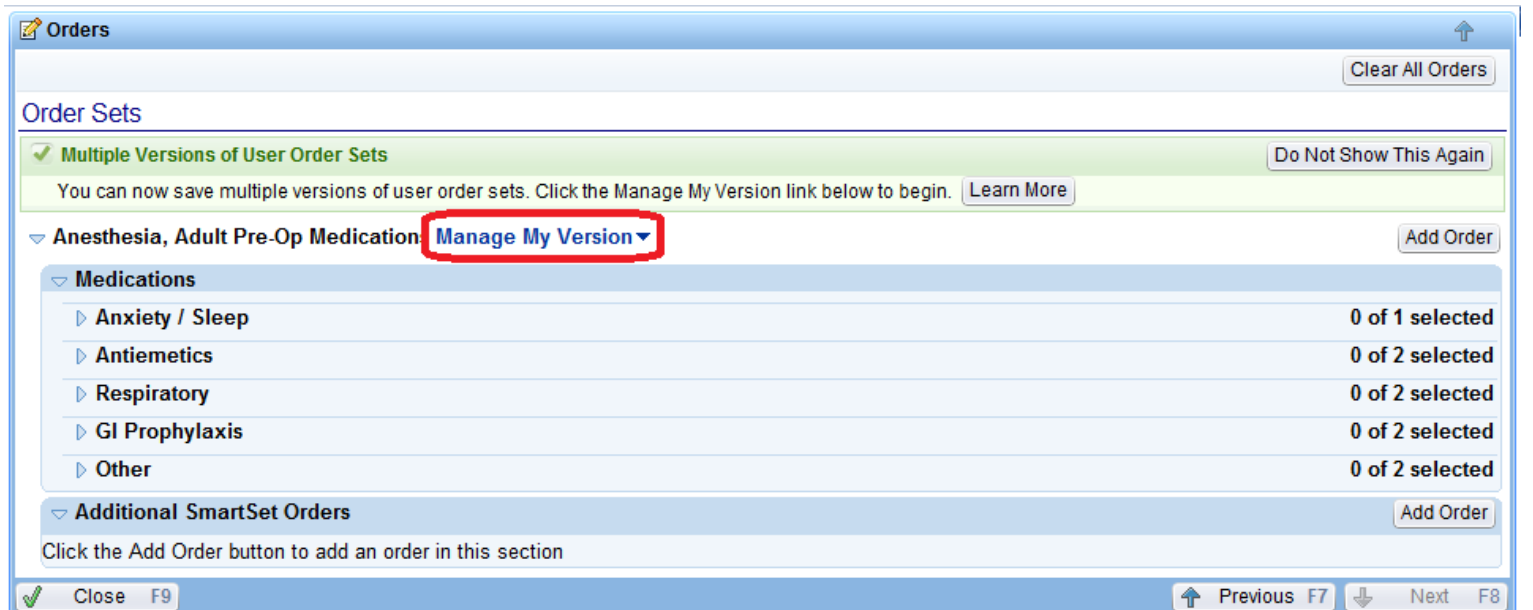
1) Open up your order sets on any patient.



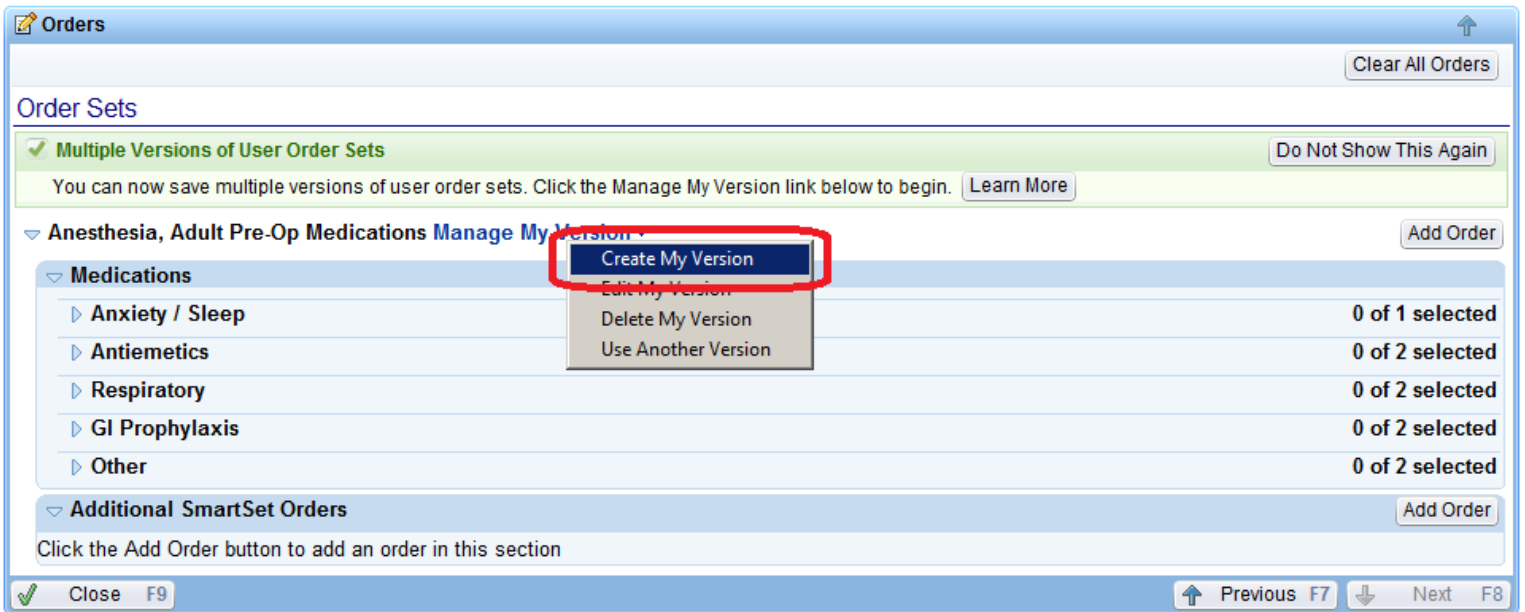
2) Find the order set you would like to edit, and open it.



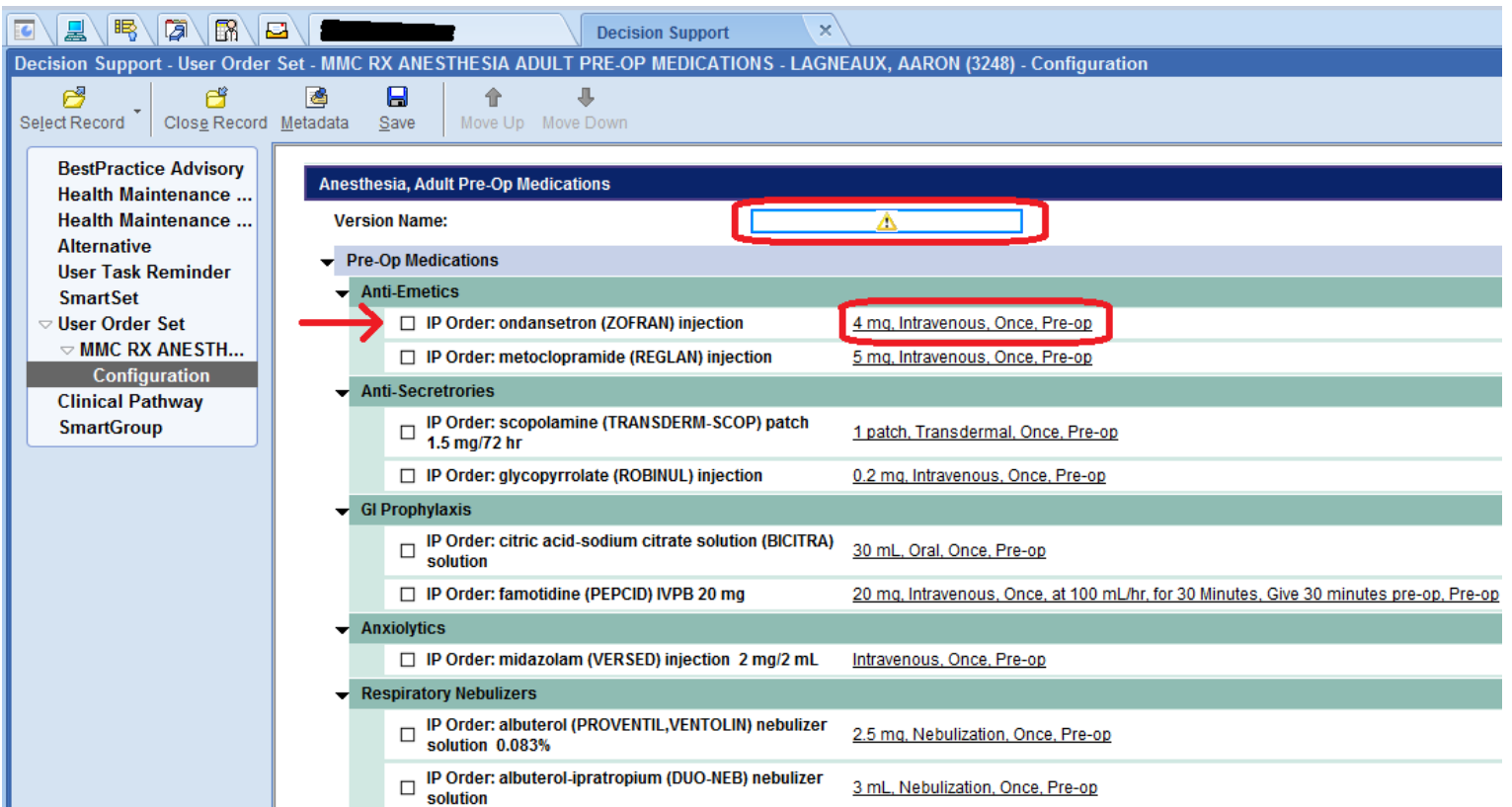
3) Click the **blue Manage My Version** link.



- 4) Click Create My Version (each order set can have up to five variations, all named to your liking, which we will address in the next step).



- 5) Give the order set a name (I named this example "Test", which you will see in step 6). You can pre-select anything unless it's categorized as a panel order. You can also change the dose, route, frequency, rate, duration, phase of care, priority, and even write administration instructions. Be sure to 'accept' your edits and then 'accept' the overall order set.



After saving, you will notice the "Original" and the newly named (User-Test) order set under favorites. If you'd like to save another version of this order set, you must again edit the original and name it something different.

The screenshot shows the 'Order Sets' interface. At the top, there is a search bar with a '+ Add' button and an 'Advanced' search option. Below the search bar, there are several order sets listed. The 'Favorites' section is highlighted with a red box and contains the order set 'Anesthesia, Adult Pre-Op Medications (User - Test)'. Other order sets include 'Anesthesia, Adult Pre-Op Medications', 'Intra-Cerebral Hemorrhage, Admission', and 'IV Flush Guidelines: For Patients Greater than 10 kg (22 pounds)'. At the bottom, there are buttons for 'Open Order Sets', 'Clear Selection', and 'Remove Open'.

## You Can Also...Edit your saved version...

1. Access your order sets.
2. Choose your saved order set and open it.
3. Click the [blue Manage My Version](#).

### Order Sets

The screenshot shows a notification banner for 'Multiple Versions of User Order Sets'. The text reads: 'You can now save multiple versions of user order sets. Click the Manage My Version link below to begin. [Learn More](#)'. Below the notification, there is a list of order sets. The first order set, 'DKA Admission (Age19 and older) (User - ICC)', has a 'Manage My Version' link highlighted with a red box.

4. Click Edit my version.

### ) Manage My Version ▾

The screenshot shows the 'Manage My Version' dropdown menu. The options are: 'Create New Version', 'Edit My Version', 'Delete My Version', and 'Use Another Version'. The 'Edit My Version' option is highlighted with a red box.

5. Check or uncheck as you see fit. You can also rename the order set.