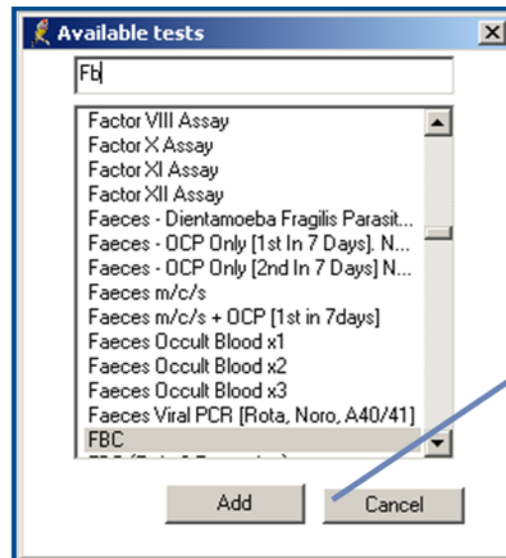


## Step 2 : Configuring Favourite Tests

# Electronic Ordering

A Guide for Practice Managers

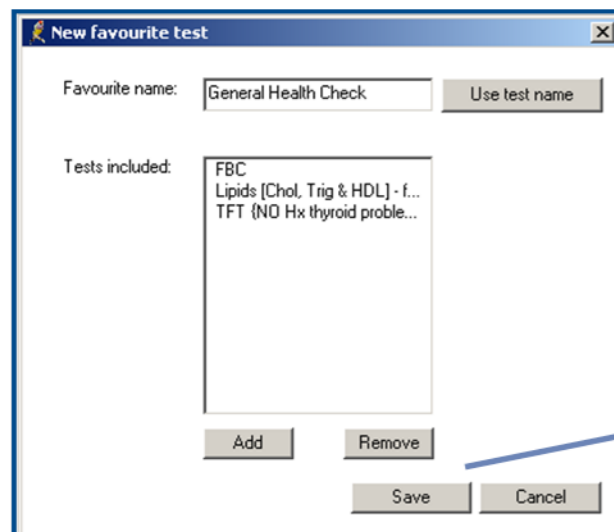
### C Select Tests to include in the Favourite



6) From the *Available Tests* screen choose the tests that are to be included in the favourite.

Select each test and choose *Add*.

### D Save the Favourite Entry



7) Select *Save*.

Continue Steps 4 to 7 for each Favourite required.

In this Guide:

Enable E Ordering

Configuring Favourite Tests

# Step 1 : Setting User Preferences to enable E Ordering

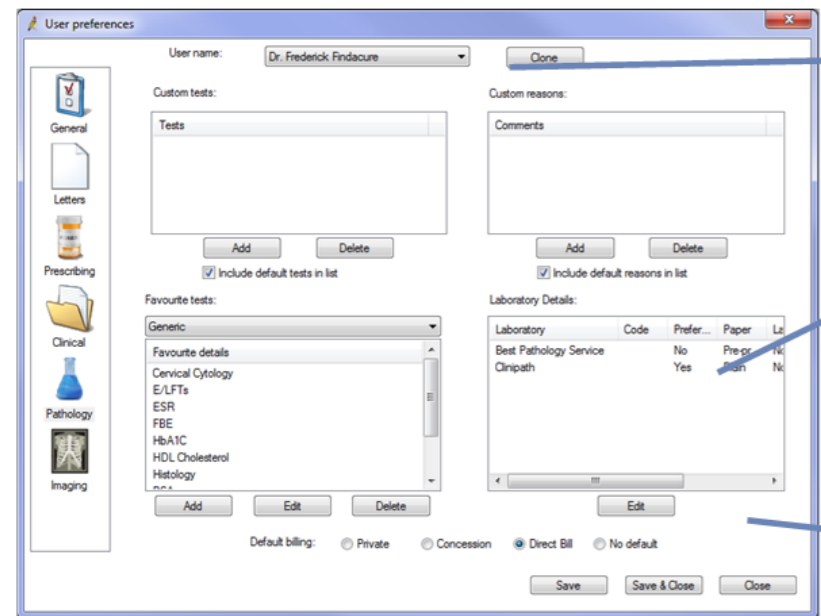
# Step 2 : Configuring Favourite Tests

Select *Setup* and *User Preferences* from the main menu of Best Practice.

Choose to update the Pathology preference 

Note : You must be logged in with an account that has Administrator privileges.

## A Select the Doctor and Laboratory to Modify

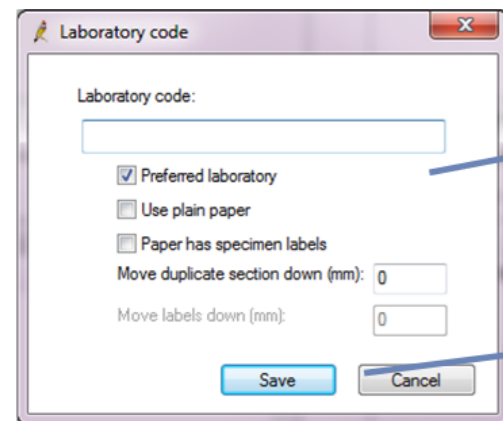


3) Select the Doctor from the drop down *User Name* menu.

1) Select **Clinipath Pathology** from the *Laboratory Details* menu.

2) Select *Edit*

## B Select Clinipath Pathology as the Preferred Laboratory



4) Select the *Preferred Laboratory* option.

5) Select *Save*.

## C Save the updated User Preferences



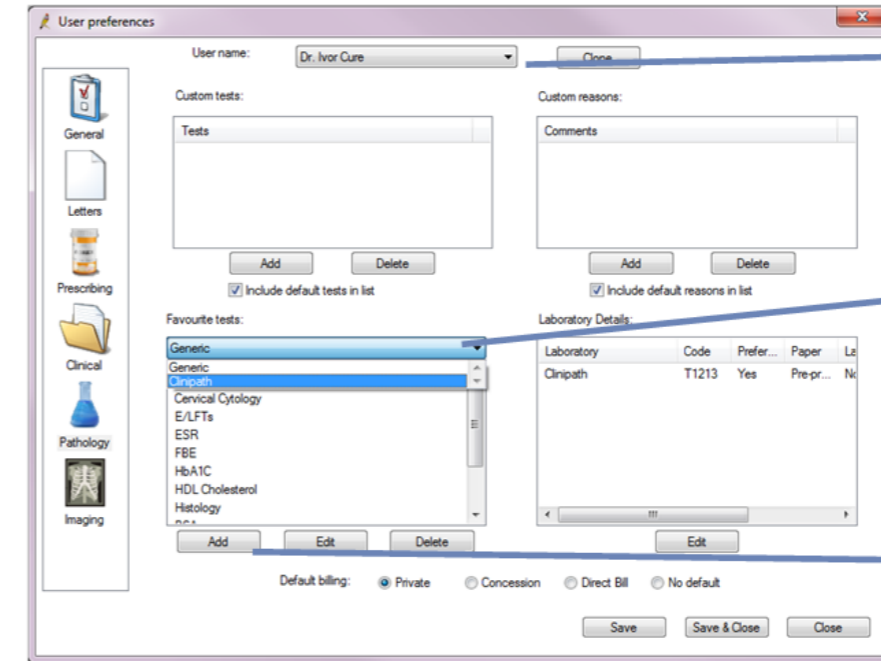
6) Select *Save & Close*.

Select *Setup* and *User Preferences* from the main menu of Best Practice.

Choose to update the Pathology preference 

Note : You must be logged in with an account that has Administrator privileges.

## A Select the Doctor and Laboratory to Modify

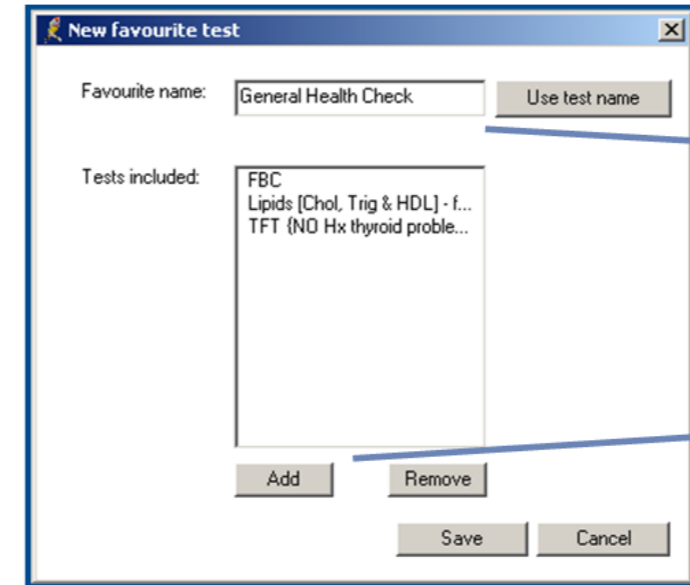


6) Select the Doctor from the drop down *User Name* menu.

2) Select **Clinipath Pathology** from the *Favourite tests* menu.

3) Select *Add*.

## B Create a New Favourite Test or Group



4) Enter the Test or Group name in the *Favourite name* field.

5) Select *Add*.