1. Add a New Rx
   a) Search and select the patient.
   b) Select the NEW Rx button.

SIMPLE, VARIABLE OR ADJUST AS DIRECTED PRESCRIPTIONS

2. Complete the Rx Information
   a) Complete the prescription for the patient.
   b) If the formula is one that will be used frequently, click the Favorite check box when creating your prescription.
   c) Proceed with the regular prescription process.
   d) This ‘favorite’ medication and its sig instruction is now saved in your Favorites.

3. Use Saved ‘Favorites’
To use a saved prescription:
   a) Click the Favorites tab.
   b) Select the medication and sig instruction you are interested in.
   c) Click the Create Rx button.

NOTE: The Favorites tab will not appear if you have not created and saved any favorite formulas or medications.

4. Add a New Compound
   a) Search and select the patient.
   b) Select the NEW Rx button.
   c) Enter the prescription name into the Save As field.
   d) Click the Favourites check box.
   e) This compound prescription is now saved in the Compound Search tab (NOT in the Favorites tab, which is for Simple, Variable or Adjust as Directed Prescriptions).

5. Use a Saved ‘Compound’
To use a saved compound prescription:
   a) Click the Compound Search tab.
   b) Select the compound you are interested in.
   c) Click the Create Rx button.