**PIN PRESCRIBE QUICK REFERENCE:**

**How to Create a Favourites List for Prescriptions**

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

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 it’s 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. **Compound Prescriptions**
   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 **Favourites** 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.