

- New Order Entry Component

Orders can be added from the New Order Entry component. Before adding an order, check the Outstanding Orders component to prevent duplication.

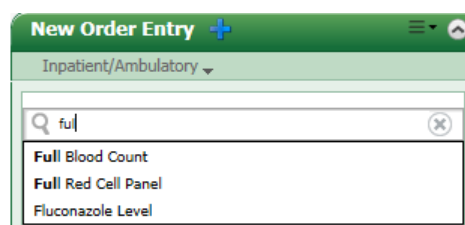
## Adding Orders

**Note:** Ensure you are on the correct encounter before adding an order. If you are on the wrong type of encounter, the order will be cancelled when you attempt to sign the order.

There are two places to add an order.

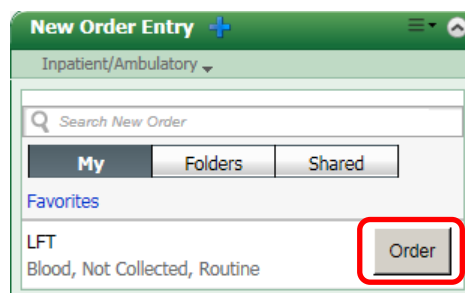
### Adding an Order via Search Field

- Type the order in the Search New Order field. A list of alternatives will appear below.
- Click the order from the list to add.



### Adding an Order via a Folder

- Click the **Order** to add. The button changes to Remove.
- Click **Remove** to cancel the test.

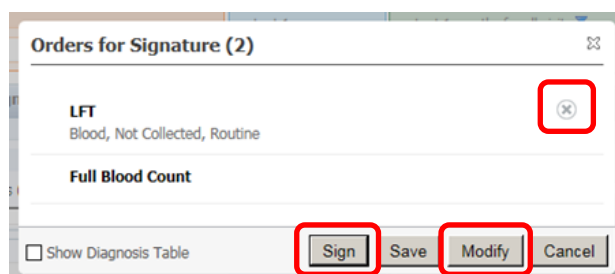


## Signing Orders

- The **Orders for Signature button** (top right corner) becomes green when an order has been added. Multiple orders can be made before sign off.
- The number next to the Orders for Signature button, indicates how many orders are waiting to be signed.



- Click the **Orders for Signature button**. A pop up window displays the orders waiting to be finalised and signed.
- To remove an order, hover to the right and click the corresponding cross.
- Click **Modify** to alter order details or click **Sign** to complete the remaining order process.



**Note:** If you add an order from your Favourites folder, it is best practice to click **Modify** and review your orders before signing.

- Clicking **Cancel** will remove all orders without saving them.