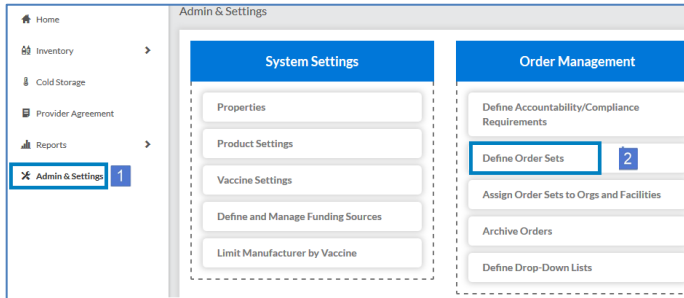


Add and Define Order Sets

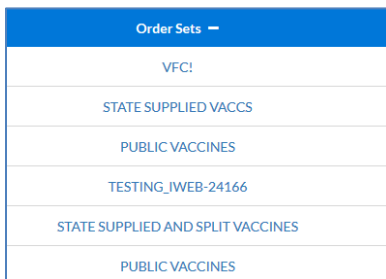
This guide provides information on how to add, search, view, and edit Order Sets.

Add a New Order Set

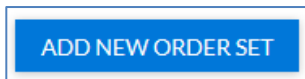
- To access the complete list of Order Sets, select **Admin & Settings** on the left side menu (1) and then select **Define Order Sets** (2) under Order Management.



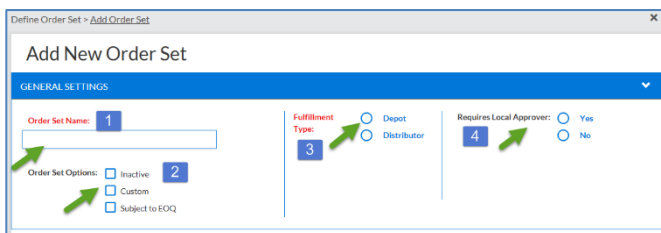
- A list of order sets will appear on the page.



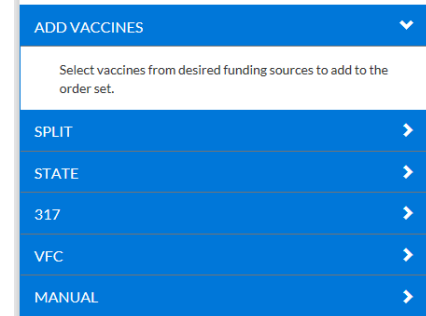
- To add a new order set, click **Add New Order Set** at the top left of the page.



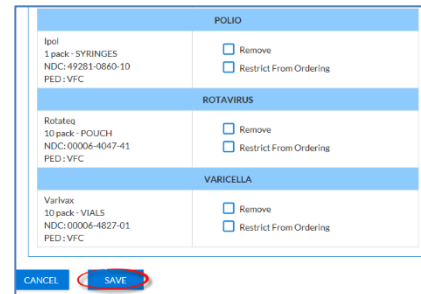
- The Add new order Set page opens. Enter the required information in **red**.



- Add vaccines from desired funding sources to add to the order set by selecting the vaccine and selecting **Add to List**.



- Be sure to select **Save** to save the vaccines added to the order set.



Search and Edit Order Sets

- On the Define Order Set page, you can use the search bar to narrow down the list of Order Sets. The list automatically narrows down as you type into the search bar. You can search by the name of the order set or by vaccine.



- Select the Order Set that needs modification.

3. Edit any information needed in the General Settings section.

VFC!

GENERAL SETTINGS

Order Set Name: VFC

Order Set Options: Inactive, Custom, Subject to EOQ

Fulfillment Type: Depot, Distributor

Requires Local Approver: Yes, No

ADD VACCINES

Select vaccines from desired funding sources to add to the order set.

SPLIT

STATE

VACCINES INCLUDED IN ORDER SET

Vaccine	Actions
Tenivac 10 pack - SYRINGES NDC: 49281-0215-10 PFD-VFC	<input type="checkbox"/> Remove, <input checked="" type="checkbox"/> Restrict From Ordering

- 4. Additional vaccines can be added or removed from the order set.
- 5. All required fields must be entered upon clicking **Save**.