

Assign Order Sets to Organizations/Facilities

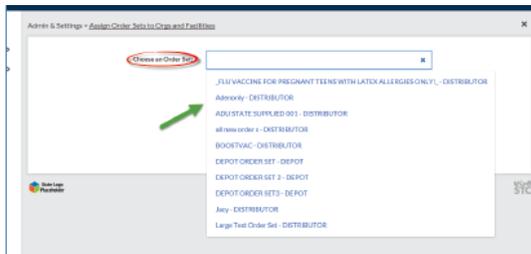
Users with the Provider Ordering and Vaccine Ordering Management permissions can assign and manage order sets for multiple providers.

Assign Order Sets

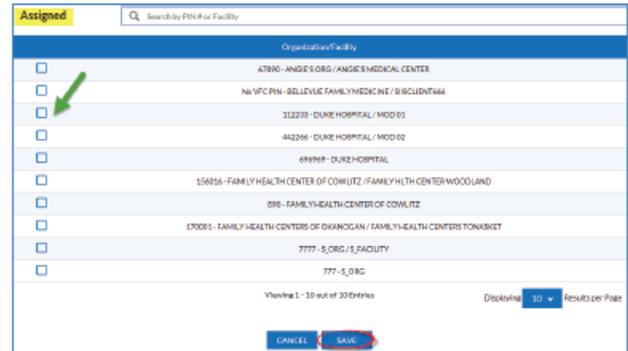
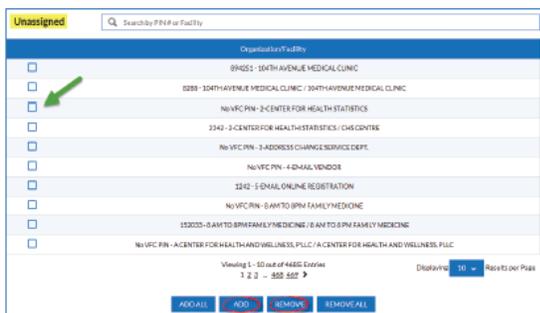
1. Log-in to VOMS.
2. Click the **Admin & Settings** link in the navigation menu.
3. Click the **Assign Order Sets to Orgs and Facilities** button in the *Order Management* section of the Admin & Settings page.



4. **Select an order set** from the drop-down list. (To deselect and order set, either click the **X** next to the name or delete the text in the field.)



5. Once an order set is selected, two additional sections appear on the page, listing the **Unassigned** and **Assigned** organizations and facilities. In both sections, you can narrow the list by entering a facility name or PIN in the **search** field.



6. Note the following components on the page:
 - a. **Unassigned Search Field** – Use the search field above the Unassigned list of organizations/facilities to narrow the list. Enter a few characters of the name or PIN. The list narrows as text is entered into the field.
 - b. **Select Unassigned Checkbox** – Select one or more organizations/facilities in the Unassigned list to assign them to the order set, then click **Add**. The organizations/facilities then move to the **Assigned** list.
 - c. **Assigned Search Field** – Use the search field above the Assigned list of organizations/facilities to narrow the list. Enter a few characters of the name or PIN. The list narrows as text is entered into the field.
 - d. **Select Assigned Checkbox** – Select one or more organizations/facilities in the Assigned list to remove them from the order set, then click **Remove**. The organizations/facilities then move back to the Unassigned list.
7. After assigning (or unassigning) organizations and facilities to an order set, click **Save** to save the changes.