



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.



 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.)



 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.



Assigned	Q, Searchily PIN # or Facility
	Organization/Facility
	A7890 - ANGLE'S ORG / ANGLE'S MEDICAL CENTER
	NEVEC PIN- BELLEVUE FAMILY MEDICINE / RECLENTERS
🗆 🏲	212238 - DURE HOBMEAL / MOD 01
	442266 - DURE HO9MTAL / MOD 02
	698769 - DUKZ HOSPITAL
	1560164 - FAMILY HEALTH CENTER OF CONILITZ /FAMILY HUTH CENTER WOOD LAND
	898 - FAMILYHEALTH CENTER OF COWLITZ
	170081 - FAMILY HEALTH CENTERS OF DRANOGAN / FAMILY HEALTH CENTERS TOWRSHET
	7777-5_ORG/5_FACIUTY
	777-5_DBG
	Mexima 1 - 10 wut of 20 Entrino Disolarina 10 w Results per Pea
	CANCEL SAVE

- 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.
- After assigning (or unassigning) organizations and facilities to an order set, click Save to save the changes.

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