Here are the steps to copy favorite orders. You can "copy" to others or they can copy to themselves. From the Epic button in the upper left hand corner click Tools, then Patient Care Tools, then Preference List Composer.
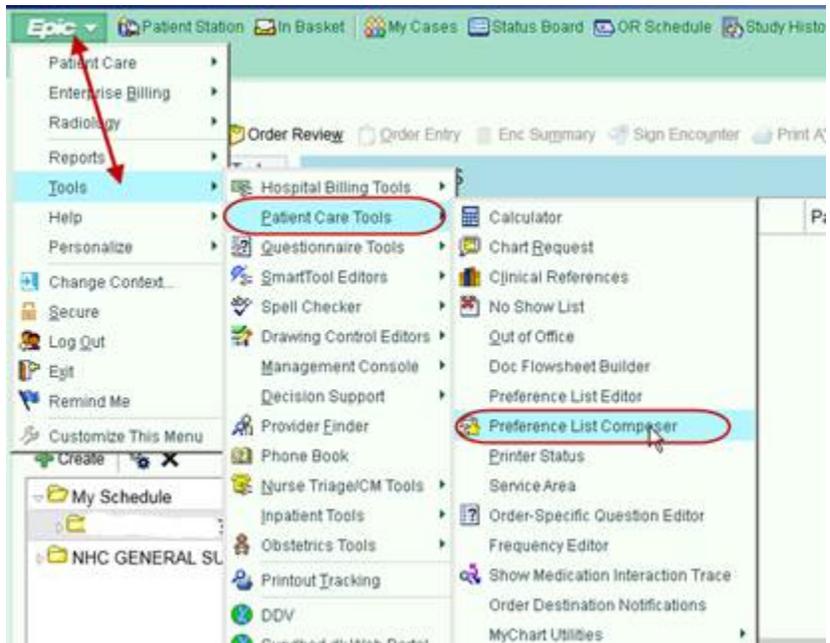
At the next screen click Copy User.

Enter the name of the person to copy from and the name of the person to copy to.
Click the box in front of the section header (Preference List Types) you want to copy. In the example below I selected Labs (Inpatient). The orders I developed for you are found in the sections Labs (Inpatient), Other (Inpatient) and Medications (Inpatient). Once these boxes have been checked, click Copy. The orders have now been shared.

Workbench ×

PrefList Copy User

PrefList Selector
PrefList Copy ...

Select Users and Ordering Mode

From user:	MARSANO, LUIS [PHYSA58E]
To user:	POTTS, RONETTA [281]
Ordering mode:	Both

Copy Option

- ⦿ Merge
- ○ Replace

Select Preference List Types

Types	Number of Items for MARSANO, LUIS	Number of Items for POTTS, RONETTA
☐ Labs (Outpatient)	0	0
☑ Labs (Inpatient)	0	47
☐ Imaging (Outpatient)	0	0
☐ Imaging (Inpatient)	0	0
☐ EKG (Outpatient)	0	0
☐ EKG (Inpatient)	0	0
☐ Immunizations (Outpatient)	0	0
☐ Immunizations (Inpatient)	0	0
☐ Other (Outpatient)	0	0
☐ Other (Inpatient)	0	0
☐ Office Visits (Outpatient)	0	0
☐ Office Visits (Inpatient)	0	0
☐ Procedures (Outpatient)	0	0
☐ Procedures (Inpatient)	0	0
☐ Supplies (Outpatient)	0	0
☐ Supplies (Inpatient)	0	0
☐ Education (Outpatient)	0	0
☐ Education (Inpatient)	0	0

Double-click the number cell to open the corresponding pref list composer

[Copy]   [Close]