

Create order from favorites

To create a new order from your favorites, follow these steps:

1. Click **+** then click the radio button next to Create order from favorites as shown below:

Order Reference	Alias	Customer Number	Customer Name	Location Code
SEA-APAC-353582	order003	SEA	SEA	APAC
SEA-APAC-182366	order01	SEA	SEA	APAC
0010000002-002-31...		0010000002	Academy	123
0010000002-123-27...		0010000002	Academy	123
0010000002-123-93...		0010000002	Academy	123
0010000002-123-168...		0010000002	Academy	123
SEA-APAC-728205	Order001	SEA	SEA	APAC
0010000002-123-73...		0010000002	Academy	123
0010000002-123-33...		0010000002	Academy	123
0010000002-123-52...		0010000002	Academy	123
0010000002-123-46...		0010000002	Academy	123
SEA-APAC-548602		SEA	SEA	APAC
0010000002-001000...		0010000002	Academy	0010000002

2. Select the favorite tag from which you want to create the order, you can also select the favorite tags shared by other users,
3. Select the customer, this option is only available if the selected customer is “Full Range”,
4. Select the location to which you want to add the order,
5. Enter the order alias and customer reference, if you want, each in its field,
6. Click **Save**. The order is created as shown in the below example and it has the colorways added to the favorites tag you selected as shown below:

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The order status is “Draft”. You can specify quantities for these colorways and add more colorways to the order by following the steps mentioned in [“Fill order”](#).