

Create order from favorites

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

1. Click **+ Create**, the following window appears:

WHAT TYPE OF ORDER WOULD YOU LIKE TO CREATE

Blank Order Order From Favorites

FILTER FAVORITE ARTICLES BY TAGS

Filter favorite articles by tags

* CUSTOMER (DISPLAYING FIRST 100 ITEMS, PLEASE START TYPING TO DISPLAY MORE...)

Customer

* LOCATION

Location

ALIAS

Alias









CUSTOMER REFERENCE

Customer Reference

CANCEL SAVE

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 articles added to the favorites tag you selected as shown below:

Article Number	Ordered Quantity	Unit Price	Total Qty	Total Price	Quantities
<input type="checkbox"/> VAS  96048	0	AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  9335	0	AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> ! VAS  88033	0	AED 100	0	AED 0	
<input type="checkbox"/> VAS  85294	0	AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  66560	0	AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  49116	0	AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  43540	0	AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  40792	0	AED 100	0	AED 0	Feb 1, 2020 0
Total Price				0	AED 0

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