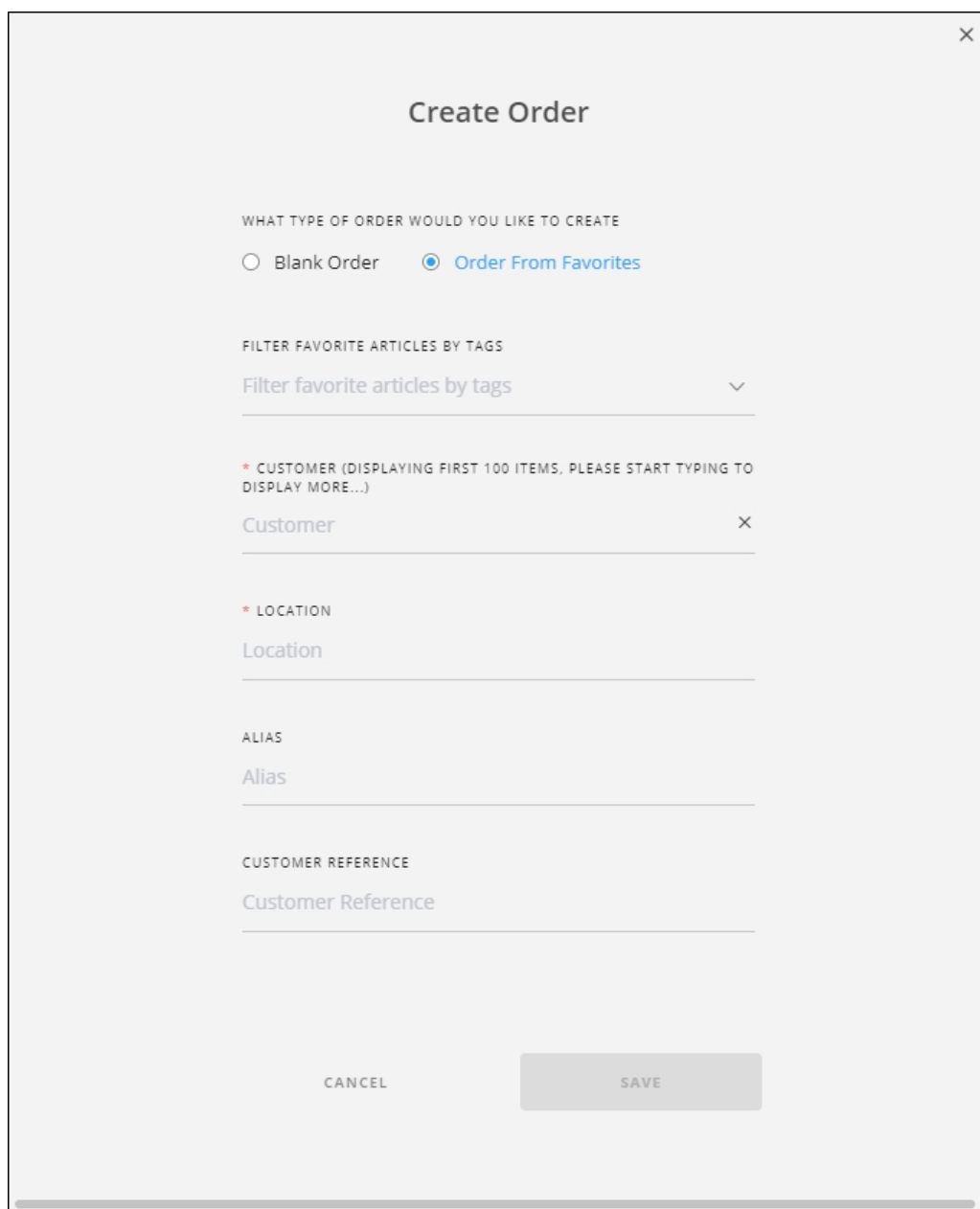


Create order from favorites

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

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












The screenshot shows a 'Create Order' dialog box with a close button (X) in the top right corner. The title 'Create Order' is centered at the top. Below the title, there is a section titled 'WHAT TYPE OF ORDER WOULD YOU LIKE TO CREATE' with two radio button options: 'Blank Order' and 'Order From Favorites' (which is selected). Below this, there is a section titled 'FILTER FAVORITE ARTICLES BY TAGS' with a text input field containing 'Filter favorite articles by tags' and a dropdown arrow. Further down, there is a section titled '* CUSTOMER (DISPLAYING FIRST 100 ITEMS, PLEASE START TYPING TO DISPLAY MORE...)' with a text input field containing 'Customer' and a close button (X). Below this, there is a section titled '* LOCATION' with a text input field containing 'Location'. Further down, there is a section titled 'ALIAS' with a text input field containing 'Alias'. Below this, there is a section titled 'CUSTOMER REFERENCE' with a text input field containing 'Customer Reference'. At the bottom, there are two buttons: 'CANCEL' and '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:

The screenshot shows the T1-STUDIO (DOC) - WINTER COLLECTION interface. On the left, there is a sidebar with navigation icons and a form for creating an order. The form includes fields for CUSTOMER (Customer A), Shop (Shop 1), ALIAS (Alias), CUSTOMER REFERENCE (Customer Reference), CREATED (Customer A), PROCESS STATUS (Draft), CUSTOMER CODE (11111), LOCATION CODE (SHOP01), TOTAL INITIAL VALUE (0.00), TOTAL CURRENT VALUE (0.00), and TOTAL QUANTITY (0). The main area displays a table of articles with columns for Article Number, Ordered Quantity, Unit Price, Total Qty, Total Price, and Quantities. The table lists 8 articles, each with a checkbox, a VAS icon, an image, an article number, and a price of AED 100. The total price at the bottom is 0 AED 0.

Article Number	Ordered Quantity	Unit Price	Total Qty	Total Price	Quantities
<input type="checkbox"/> VAS  96048		AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  9935		AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> ! VAS  88033		AED 100	0	AED 0	
<input type="checkbox"/> VAS  85294		AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  66560		AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  49116		AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  43540		AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  40792		AED 100	0	AED 0	Feb 1, 2020 0
<input type="checkbox"/> VAS  40792		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”](#).