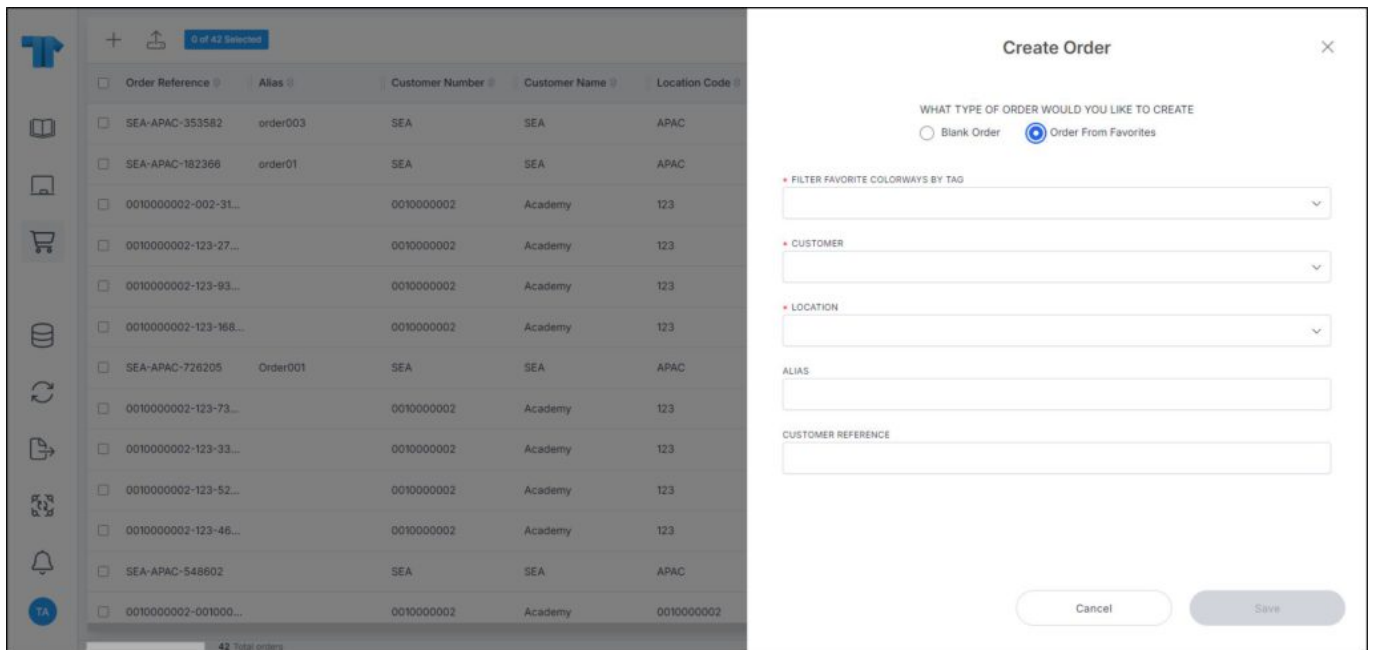


Create order from favorites

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:



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:

26 minutes ago

SEA-APAC-882613

CUSTOMER
SEA

LOCATION
APAC

ALIAS
Fav orders

CUSTOMER REFERENCE

CREATED BY ID
@trasix.com-Nosend.no

PROCESS STATUS
Draft

CUSTOMER (CODE - NAME)
SEA - SEA

LOCATION (CODE - NAME)
APAC - APAC

TOTAL INITIAL VALUE
0.00

TOTAL CURRENT VALUE
0.00

Save Send Reopen + Fill Order Column Picker Filter Orderlines
Remove Orderlines Refresh X

	Colorway Number	Unit Price	Total Quantity	Total Price	Quantities	
<input type="checkbox"/>	1306443-103	USD 15	0	0	DD1 0	DD2 0
<input type="checkbox"/>	1005684-040	USD 12.51	0	0	DD1 0	DD2 0
<input type="checkbox"/>	1327965-102	USD 12.5	0	0	DD1 0	DD2 0
<input type="checkbox"/>	1327972-003	USD 12.5	0	0	DD1 0	DD2 0
<input type="checkbox"/>	1285115-001	USD 17.5	0	0	DD1 0	DD2 0
Grand Total			0	0		

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](#)".