Step-by-Step Guide
Creating and Using Favorites

In This Guide
This guide demonstrates how favorites can be used and accessed to quickly process orders within CrimsonCorner.

This guide discusses:

✓ Creating favorites  ✓ Accessing favorites

Procedure
1. Favorites can be used to quickly process orders within CrimsonCorner without creating forms from scratch.
2. To create a favorite, open the form that you want to use.
3. For example, open the Multi-Purpose Non-Catalog Item form from the main navigation menu by selecting Shop » View Forms under the Go To section. Select from the left side of the screen Order Forms and then click on the Multi-Purpose Non-Catalog Item (MPNCI) form.
4. Once on the form is open, complete the entire form for an order that you place regularly. For example, if you regularly order a particular type of light bulb from one supplier, fill out the form with the correct order information.
5. Once the form is complete, navigate to the Available Actions section at the top of the screen and select Add to Favorites from the dropdown menu and click Go.
6. A new window will appear and under Step 1 you will have the option under Item Nickname to type in a description for the form. For example, Light Bulbs.
7. Under Step 2 you can choose a folder to put the form in. Select New » Top level personal folder and another popup will appear. From here you can give the folder a name, such as Maintenance Supplies and click Save.
8. When you are returned to the Favorites popup, click on Submit and then Close.
9. The next time that you need to place the same order, you can access the form in your favorites by selecting Favorites form the main workspace from the Go To menu or from the main navigation menu by selecting Shop » View Favorites under the Go To section.
10. Click on the folder you created for the favorite form (Maintenance Supplies) and the form will appear on the right side of the screen.
11. Select the form and when it opens, you will see that the form is entirely filled out.
12. From here, you can quickly select **Add and go to Cart** from the Available Actions dropdown menu to quickly place the form in your cart and proceed with your order.