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.