

# Using Favourites

To help you finding frequently used items we have created and actively manage some favourites lists on the NHS Supply Chain Ordering System (SOLO)

These can be found up on your top menu

## The favourite screen

Using the home page, select the requisition point and then select favourites from the dropdown favourite option on the menu bar. The favourite maintenance screen displays favourites lists already set up, shown in alphabetical order. The 'Line count' column refers to the number of products contained within the favourite list.

1. Once you have logged in your screen should appear like this.

2. Hover your mouse over **Favourites** Then click on Favourites in the drop window which appears

3. A list of favourites which are attached to your req point now appear

4. Click the list icon to start creating an order from your chosen list.

### Tip

Holding down Ctrl & F will open a search window. But will only search downward from your position on the screen, so go back to top if you cannot find your item.

- Click on this icon to create a new order, which can then be amended in the same way as orders created using the Order function
- Click on this icon to enter/alter the details of the Favourite list
- This icon is a report option which enables the user to use the browsers print function to print the favourites list
- Will immediately remove the selected Favourite lists with no further action required by the user.

5. Type Qty required into the white cell and hit enter to update spend total

6. Any extra items required can be keyed here

7. When the order is complete hit **Checkout** to progress to authorisation screen.

*Note Save will only park your order should you wish to leave your PC for some reason*