

# How to Save a Role to your **voalte** Favorites

using Voalte One & Voalte Me

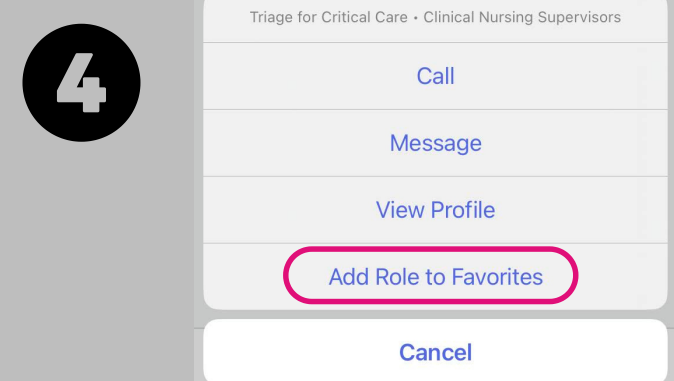
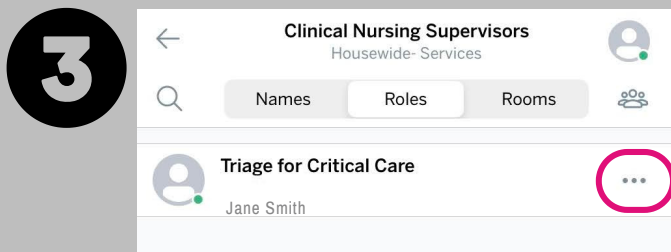
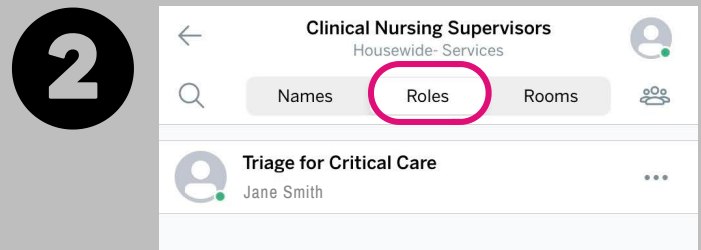
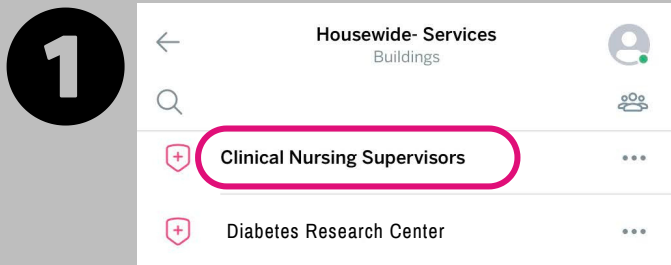
**Step 1:** Go to the **Unit/Location** in Voalte Directory where this role is found  
◦ Example below uses the "Triage for Critical Care" Role in the "Clinical Nursing Supervisors" Unit

**Step 2:** Tap "Roles" to view Unit by Role

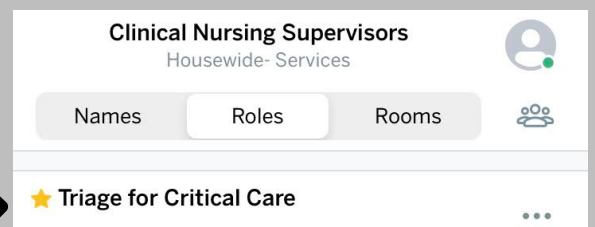
**Step 3:** Tap the 3 dots to the right of the Role you want to Favorite

**Step 4:** Tap "Add Role to Favorites"

Note: this Saves this Role/Location Combination



YELLOW STAR  
CONFIRMS IT IS  
SAVED TO FAVORITES



# How to Find & Use your **voalte** Favorites

using Voalte One & Voalte Me

**Step 1:** From Home, tap "My Favorites"

**Step 2:** Tap "Roles"

**Step 3:** Saved Roles will appear in the order you add them. Tap to start a conversation.

**Step 4:** Click the Edit button to reorder Roles (only if you have multiple locations for a role saved in Favorites (ex. Resource Nurse for Ellison 06 & White 06). Unique Roles will appear in the order you save them.

