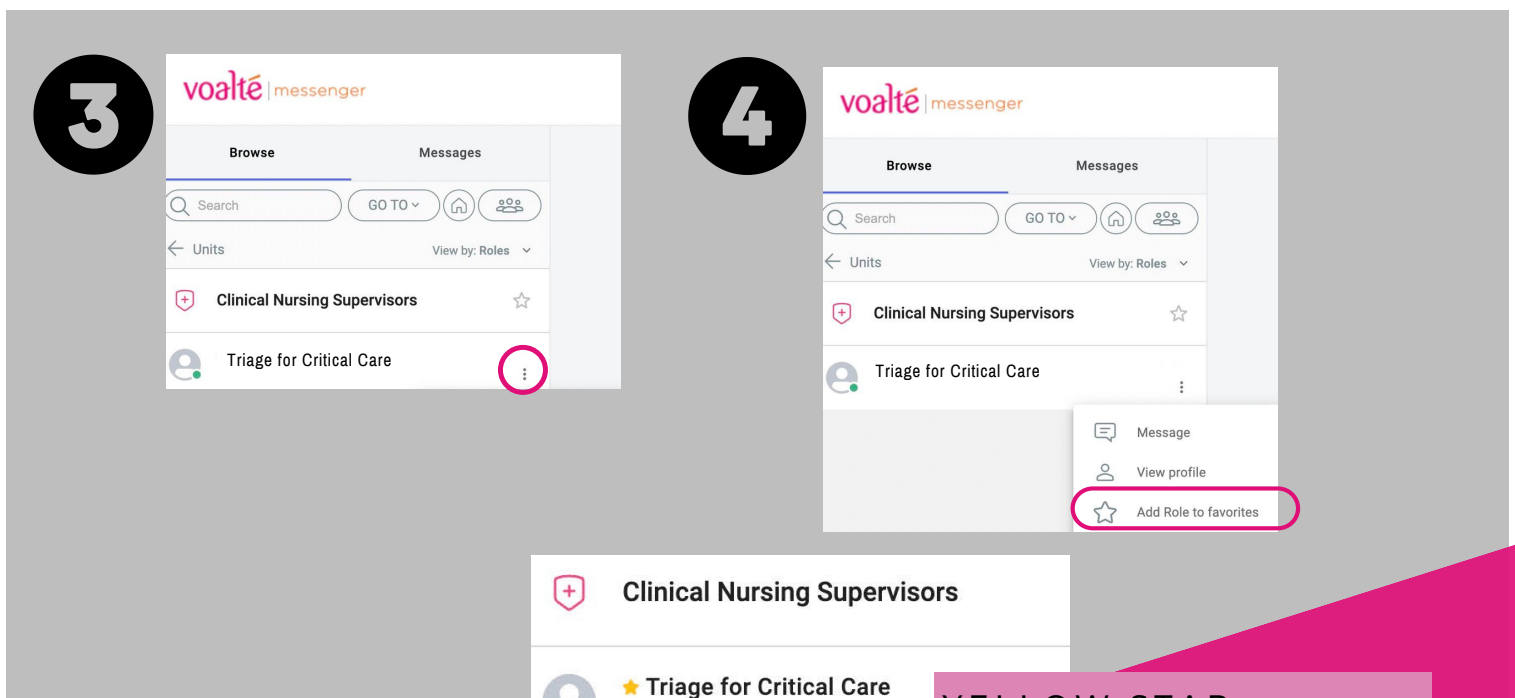
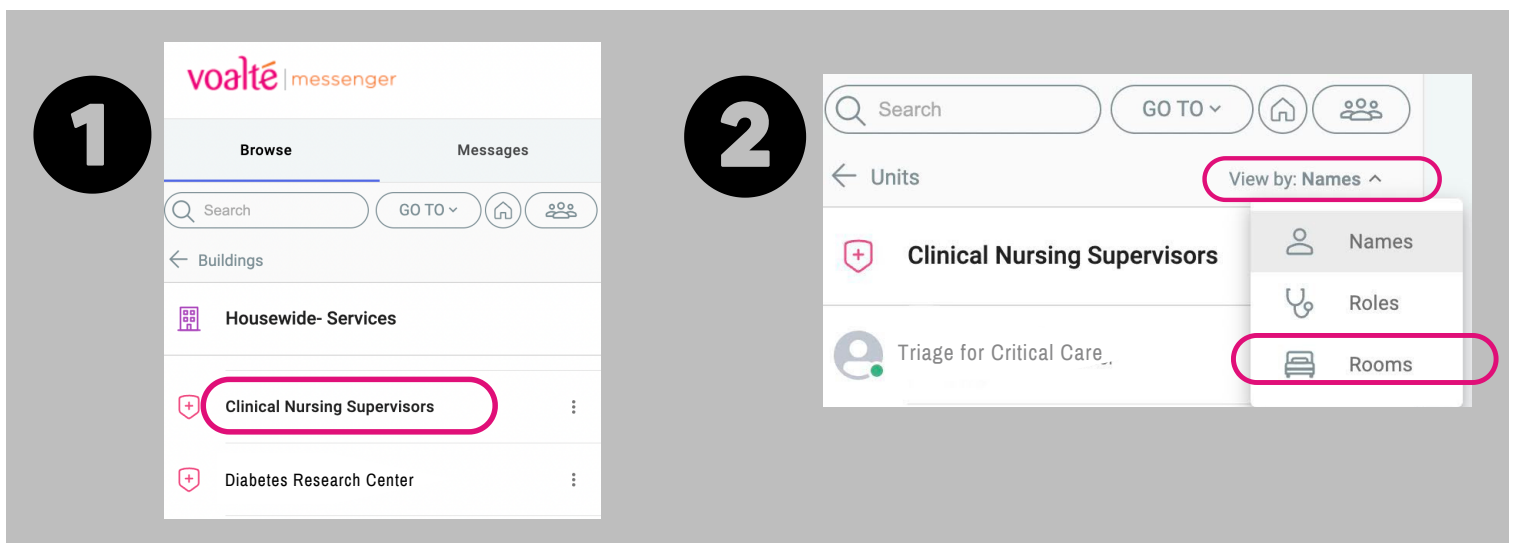


How to Save a Role to your **voalté** Favorites using Voalte Messenger (web)

- 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:** Click where it says "View by Names" and switch to "Roles"
- Step 3:** Click the 3 dots to the right of the Role you want to Favorite
- Step 4:** Click "Add Role to Favorites"
- Note: this Saves this Role/Location Combination



How to Find & Use your voalte Favorites

using Voalte Messenger (web)

Step 1: Click "Go to" & then "Favorites"

Step 2: Click "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.

