

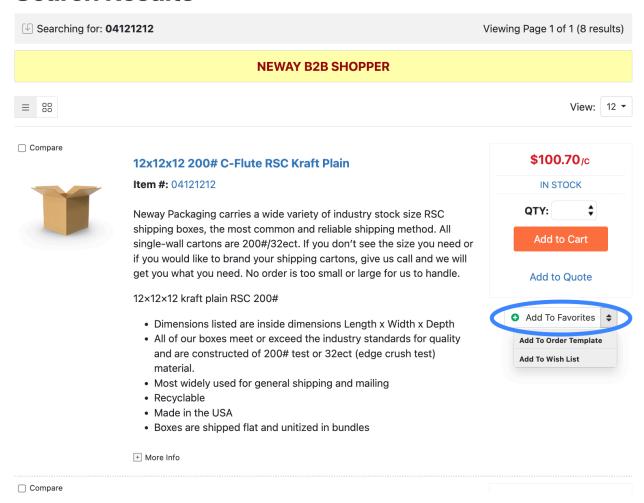


Favorites List User Guide

Favorites lists are a quick way to mark items that you plan to order frequently or want to be able to easily find.

From a search result (and may other areas of the site), you can click the "Add To Favorites" button (1) and add an item to your Favorites List.

Search Results



When you click this button, you'll be presented with the Favorites Categories screen. This screen lists all the favorite categories you've created. (1) *Note that all favorites are placed in a category.

If you don't have any categories yet, or you don't see the category that is appropriate for this item, you can easily type a new category name in the "Category Name" box (2). Typing a new category name in this box will automatically create the favorite category and place the item in the category.



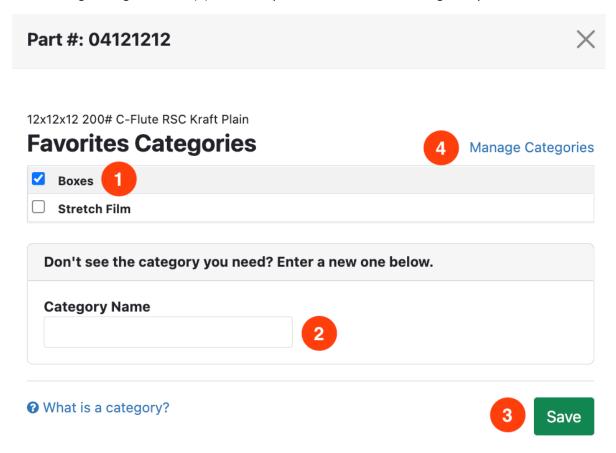


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An item can be added to multiple categories allowing you to organize one item in multiple places. Simply check the box next to the category list for every category that should contain this item.

Finally, when you are finished click the "Save" button (3).

The "Manage Categories" link (4) will allow you to add/edit/delete categories you've created.



After you've added an item to your favorites, it will display as a Favorite Item in search results, etc.



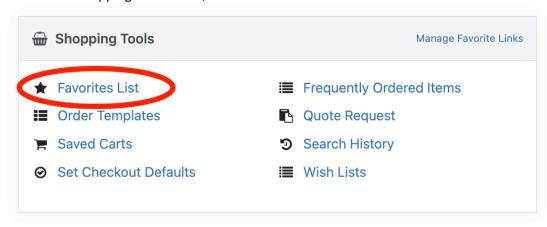
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IN STOCK	
QTY: \$	
Add to Cart	
Add to Quote	
★ Favorite Item 💠	

You can easily access your Favorites List by visiting you My Account Portal page (click on your name in the header of the site).

Under the "Shopping Tools" area, there will be a link to "Favorites List"







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Your Favorites List looks very similar to a search result page; however, it has a few additional options you will notice.

- 1) You can select any of the categories you have created (or view them all at once). When you select a category, your Favorites list will filter out all items not in this category.
- 2) You can choose how to sort your favorites list.
- 3) You can search inside of your favorites list
- 4) You can manage categories to add, edit, or rename categories
- 5) Your product list will include the category names above each grouping of items when viewing all categories so that you can easily tell what category an item is in.

