

# QUICKLY ORDER REPETITIVE ITEMS WITH FAVORITES LISTS

Organize Products by What You Buy and How Often You Buy

If you order the same products on a regular basis, Favorites Lists can help you stay organized and save you time placing orders. No need to pore through hundreds of items in your purchase history to find what you're looking for.



## ADD ITEMS TO A FAVORITES LIST

Look for this icon throughout the site to add items to an existing list or create a new list.

**+ add to favorites**

When you select **+add to favorites**, a pop-up displays.

This allows you to create your list and add the item at the same time.

### Add Items To Favorites List

Select the My Favorites List using the drop down list below. Then click "+ add to favorites" to add the items.

Select:

**+ add to favorites** - cancel

OR

### Create New Favorites List

Give the new favorites list a Name and Description.

Favorites List Name:

Favorites List Description:

**+ create and add items to favorites** - cancel

**Let's say you order the same cleaning supplies every month. There are three ways you could add these supplies to a Favorites List.**

**1**

## METHOD 1 - PURCHASE HISTORY

To save time ordering, create a Favorites List called "Monthly Cleaning Supplies". We'll add these products to the list from the Cleaning category in **Company Purchase History**.

**Purchase History**  
Purchase History for [Company Name]


**You Have Selected**  
Category  
Glass Cleaners X  
Cleaning Chemicals X  
CLEANING X

**Refine Results By**  
Keyword  
Search within results  **Go**

**Green Item**  
Yes (2)  
No (14)

Showing Items 1 to 10 of 16  
Sort By   
Detailed View **Summary View** Results per page

**Actions Menu**

 **HP Products**  
HP Gleme Aerosol Glass Cleaner,  
12/20oz/cs  
• 20 oz can, 19 oz net wt, 12 cans per case  
• A multi-purpose, heavy duty formulation that cleans, brightens and polishes glass and many other hard surfaces.  
• Fast drying, leaves no film

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1  Qty **Add To Cart**  
Stock: 380  
**+ add to favorites**  
Line Comments

MSDS

## 2

### METHOD 2 - CART

You know the item numbers of the cleaning products you order every month, so you enter them in Quick Order and add them all to your cart.

Go to your cart and select all items. Then select the action **Add to Favorites List** and add them to your “Monthly Cleaning Supplies” list.

## 3

### METHOD 3 - FROM SCRATCH

You can quickly access all your favorites lists from the **my favorites** link at the top of every page on the website. From here you can create a new list from scratch.

You can also **Edit, Delete** or **View** existing lists.

Name	Description	# Items	Edit Description	Delete	View >>
Cleaning Supplies	Supplies for our cleaning closet	8	<a href="#">Edit Description</a>	<a href="#">Delete</a>	<a href="#">View &gt;&gt;</a>
Food Service & Coffee	Supplies for our breakroom	8	<a href="#">Edit Description</a>	<a href="#">Delete</a>	<a href="#">View &gt;&gt;</a>
Repeat Orders	Items ordered on a monthly basis	4	<a href="#">Edit Description</a>	<a href="#">Delete</a>	<a href="#">View &gt;&gt;</a>
Safety	Workplace safety items	26	<a href="#">Edit Description</a>	<a href="#">Delete</a>	<a href="#">View &gt;&gt;</a>
Textiles	Linens for our guests	6	<a href="#">Edit Description</a>	<a href="#">Delete</a>	<a href="#">View &gt;&gt;</a>
Wish List	Products I would like to purchase	11	<a href="#">Edit Description</a>	<a href="#">Delete</a>	<a href="#">View &gt;&gt;</a>

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### REMOVE ITEMS FROM FAVORITES LISTS

Click **Remove** to delete any item from a list.

Group your favorite products together for quick and easy ordering. With **Favorites Lists** in place, ordering just got a whole lot easier!