



Creating and Using Favorites Quick Reference Guide



OVERVIEW

Personal favorites are those items that an individual identifies for future purchasing. With personal favorites, folders and subfolders can be created to manage the favorites. In ObieBuy, users have full control over the items in their personal folders.

ADDING A FAVORITE ITEM FROM PRODUCT SEARCH

1. From the Shop Box, enter the item being sought, and click **Go**.
2. Click the [add favorite](#) link next to the item to add as a favorite. The Add to Favorites window displays similar to the one shown below:

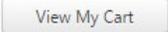
3. In the **Item Nickname** field, enter a meaningful name for this item.
4. Enter the standard quantity that will be ordered, which can always be updated when adding to the cart.
5. Select the destination folder for the item. If creating a new destination folder:

- a. Select **Add New**, followed by **Top level personal folder**.

The **Create Personal Folder** window displays.

- b. Enter the **folder name** and **description**, then click **Save Changes**.
 - c. The new folder displays in the list, and is automatically selected for the favorites item. Click **Save Changes** to save the item.
 - d. A confirmation window displays indicating the item was added as a favorite.
6. If the destination folder already exists:
 - a. Select the **folder name** or **sub-folder name** to store the item.
 - b. Click **Save Changes**.
 - c. A confirmation window displays indicating the item was added as a favorite.

ADDING A FAVORITE ITEM FROM THE ACTIVE CART

1. To add an item to your favorites that is already in your active cart, click the  icon in the upper right-hand corner of the screen followed by .
 2. Select the **Add to Favorites** button to the left of the item to add as a favorite.
 3. Repeat the earlier steps to create a new destination folder or select an existing destination folder for the item(s).

EDITING FAVORITE FOLDERS

After adding a favorites item to a folder, you may need to update the item, including the name and quantity.

1. Navigate to favorites. In the navigation bar on the left-side of the page, hover over the , then hover over **Shopping**, then select **View Favorites**.
2. Select the **appropriate folder** from the left pane, and locate the item(s) on the right pane.
3. Click the **Edit** link directly under the **Add to Cart** button.
4. Make any necessary changes to the item, and click **Save Changes**.

DELETING FAVORITE ITEMS AND FOLDERS

In Favorites, items or folders can be deleted as necessary. Sometimes items are no longer available, regularly ordered items change, or an incorrect item may have been added to Favorites.

Deleting an Item from Favorites

1. Navigate to favorites. In the navigation bar on the left-side of the page, hover over the , then hover over **Shopping**, then select **View Favorites**.
2. Select the **appropriate folder** from the left pane, and locate the item(s) on the right pane.
3. Click the **Delete** link directly under the **Add to Cart** button.
4. A confirmation window displays. Click **Yes** to confirm deleting the item.

Deleting a Folder from Favorites

1. Navigate to favorites. In the navigation bar on the left-side of the page, hover over the , then hover over **Shopping**, then select **View Favorites**.
2. Select the **appropriate folder** from the left pane, and then click the **Folder Actions** drop-down at the top of the right within the select folder.
3. A confirmation window displays. Click **Yes** to confirm deleting the folder.