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Wish List User Guide

Wish lists are an easy way to generate a list of items for reference later.

Wish lists are commonly used to create a group of items for a job or other project. Wish lists allow you to add items to the list and include a quantity and a note. This is especially useful for buyers that need to build a list of items for a project, keep track of the quantity needed, and have the ability to include additional information about the item for the project in the form of a note.

You can create multiple wish lists to accommodate multiple projects or groups.

Add an item to a Wish List can be accomplished from most of the search results of the site by using the “Add To...” button and selecting “Add To Wish List” (1).

Search Results

The screenshot shows a search results page. At the top, there is a search bar with a dropdown arrow and the text "Searching for: [redacted]". To the right of the search bar, it says "Viewing Page 1 of 2 (20 results)". Below the search bar, there are navigation icons (a hamburger menu and a grid icon) and sorting options: "Sort By: Best Match" and "View: 12".

The main content area shows a product listing. On the left, there is a blue placeholder for an image. To the right of the image, the text reads "Item #: [redacted]" and "Brand: [redacted]". Below this, there is a small icon of a person and a blue bar. At the bottom of the product listing, there is a "+ More Info" button.

On the right side of the product listing, there is a price box. It shows the current price as "\$18.42 /EA" in red, with the MSRP of "\$18.42" crossed out below it. Below the price, there is a "QTY:" input field with a dropdown arrow. Underneath the quantity field, there are two buttons: a green "Add to Cart" button and a blue "Add to Quote" button.

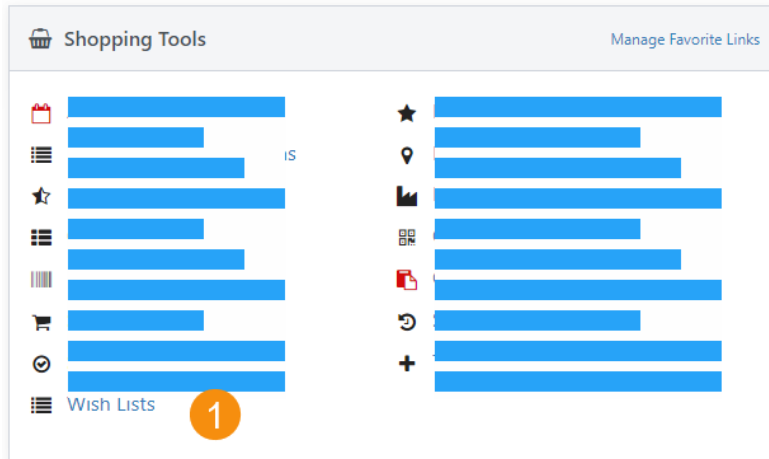
At the bottom right of the product listing, there is a vertical stack of buttons: "Add To Favorites" (with a plus icon), "Add To Order Template", and "Add To Wish List" (with a red circle containing the number "1" next to it).

At the bottom left of the product listing, there is a "Compare" checkbox.

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

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Under the “Shopping Tools” area, there will be a link to “Wish Lists” page



When you view your Wish Lists, you’ll see all the wish lists you have created.

On the main wish list page, you have several options

- 1) The name of the wish list, click this link to view the wish list
- 2) The date the wish list was created
- 3) The View button which will also allow you to view the wish list
- 4) The Rename button will allow you to change the name of a wish list
- 5) The Delete button will allow you to delete a wish list from your wish lists (note – this cannot be undone!)

Wish Lists

Name 1	Added Date 2	3	4	5
Job 123	11/06/19	 View	 Rename	 Delete
Job 39939	12/09/19	 View	 Rename	 Delete
Brown Job	03/25/20	 View	 Rename	 Delete
Project X	07/13/20	 View	 Rename	 Delete

[+ Add Wish List](#)

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Click on a wish list to view the details and potentially add the items to a cart or a quote request.

The wish list detail page provides the following

- 1) The name of the wish list selected
- 2) A link to rename this wish list
- 3) Use this link to return to view all of your wish lists
- 4) Use the Email List button to send an email with your wish list items to someone
- 5) Use the Print button to print the wish list
- 6) The select boxes next to each item and the select all box allow you to indicate which items you want to add to a cart or a quote request. Note, items that are unpriced cannot be added to a cart.
- 7) You can filter your list by typing filter text in this box
- 8) These items are “Non-Stock Items” meaning that they don’t exist on our site, but you can still add them to your wish list so that you can keep a complete of items necessary to complete the job. You may also add Non-Stock items so that you can submit a quote for an item you could not locate on our website.
- 9) Pricing for the item (if available, pricing isn’t available for Non-Stock items)
- 10) Use the Note button to add or edit a note for this item so that you can indicate any additional information relevant to your project.
- 11) Use the delete icon to remove an item from your wish list.
- 12) Use the Add Item button to add an item from our website to your wish list. You can search by part number or description (very similar to using our Quick Order function).
- 13) Use the Non-Stock Item button to add an item that is not on our site or even necessarily something we sell to your wish list.
- 14) The “Delete Wish List” link will delete this wish list. (note – this cannot be undone!)
- 15) Use the Add To Quote button to add the selected items from your wish list to a quote request. You can then submit your quote request from the icon in the top right of our site. (Note this is not always available)
- 16) Use the Add To Cart button to add the selected items from your wish list to a cart. You can then purchase your cart using the cart icon in the top right of our site. (Note you cannot add non-stock items to the cart)

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Click "Add Item" to search and add an inventory item. Click "Add Non-Stock Item" to add an item that doesn't exist in the online inventory, or shop our site and add Wish List items as you go! Just click the arrow next to "Add to Favorites" and select the Wish List you want to use.

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Created: 11/6/2019, 4:39 PM CST

6 Select All

7 Filter... Sort By ▾

<input type="checkbox"/>	<div style="background-color: #0070c0; width: 30px; height: 30px; margin-bottom: 5px;"></div> <p>8 batteries</p> <p>Description: batteries</p>	1	No price available		<p>9</p> <p>10 <input type="checkbox"/> Note</p> <p>11 <input type="button" value=""/></p>
<input type="checkbox"/>	<div style="background-color: #0070c0; width: 30px; height: 30px; margin-bottom: 5px;"></div> <p>8 Freon</p> <p>Description: 20lb of gas</p>	1	No price available		<p><input type="checkbox"/> Note <input type="button" value=""/></p>
<input type="checkbox"/>	<div style="background-color: #0070c0; width: 30px; height: 30px; margin-bottom: 5px;"></div> <p>[Redacted]</p> <p>+ More Info</p>	1	\$2.47 / EA Total: \$2.47		<p>9</p> <p><input type="checkbox"/> Add Note <input type="button" value=""/></p>
<input type="checkbox"/>	<div style="background-color: #0070c0; width: 30px; height: 30px; margin-bottom: 5px;"></div> <p>8 Round stock 20ft</p> <p>Description: Round stock 20ft</p>	1	No price available		<p><input type="checkbox"/> Note <input type="button" value=""/></p>
<input type="checkbox"/>	<div style="background-color: #0070c0; width: 30px; height: 30px; margin-bottom: 5px;"></div> <p>[Redacted]</p> <p>+ More Info</p>	1	\$18.42 / EA Total: \$18.42		<p><input type="checkbox"/> Add Note <input type="button" value=""/></p>
<input type="checkbox"/>	<div style="background-color: #0070c0; width: 30px; height: 30px; margin-bottom: 5px;"></div> <p>[Redacted]</p> <p>+ More Info</p>	1	\$10.10 / EA Total: \$10.10		<p><input type="checkbox"/> Add Note <input type="button" value=""/></p>
<input type="checkbox"/>	<div style="background-color: #0070c0; width: 30px; height: 30px; margin-bottom: 5px;"></div> <p>8 Wire wheel</p> <p>Description: Wire wheel</p>	1	No price available		<p><input type="checkbox"/> Note <input type="button" value=""/></p>

12 13 14

Wishlist total:

15

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