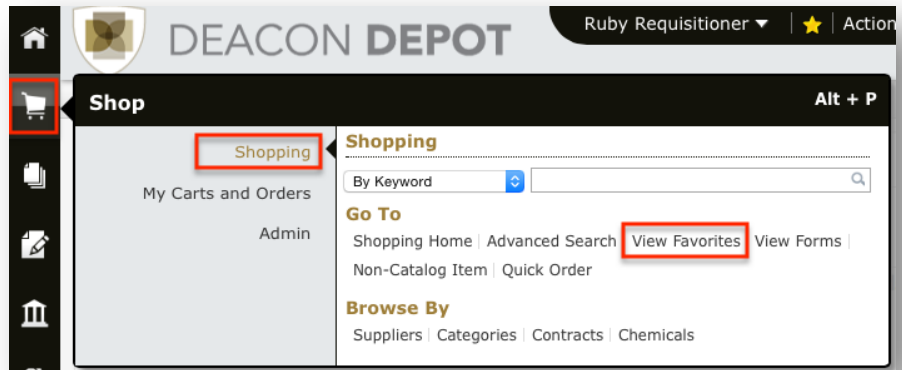




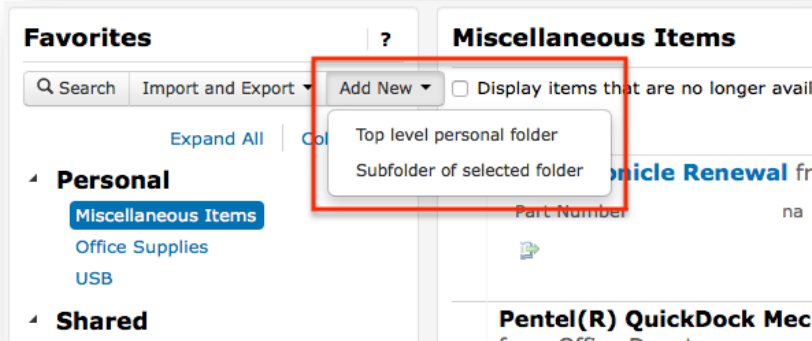
Toolbox: Utilizing Favorites Quick Guide



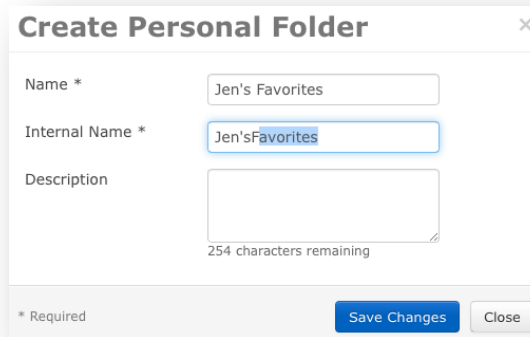
Click the Shopping Cart icon and select 'View Favorites' from the Shopping menu.



To add a personal favorite folder, click the dropdown arrow beside the 'Add New' option. Select the desired folder type – either top level folder or sub-folder of a current folder.

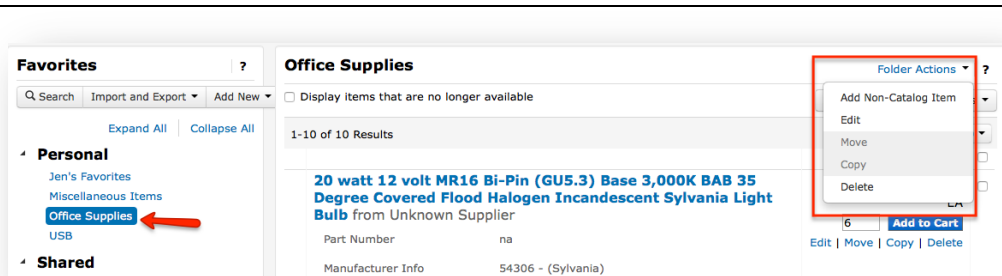


A pop-up box will display to enter information about the new folder. Enter the necessary information and click 'Save Changes'. Note that the Internal Name field should not include any spaces. The folder will then display under the Personal heading in the left side menu.

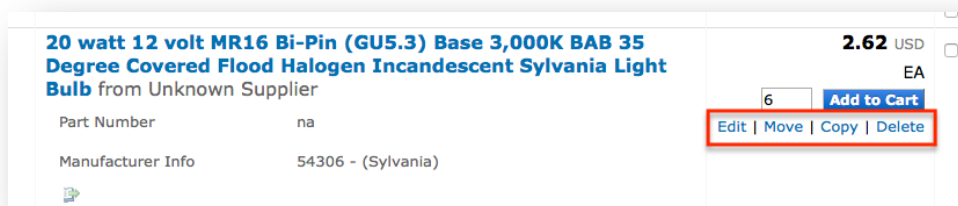


Other actions can be performed on existing folders by:

1. Clicking on the folder name to highlight it.
2. On the right side of the screen, clicking the drop-down arrow to the right of the words 'Folder Actions' and selecting one of the available choices.



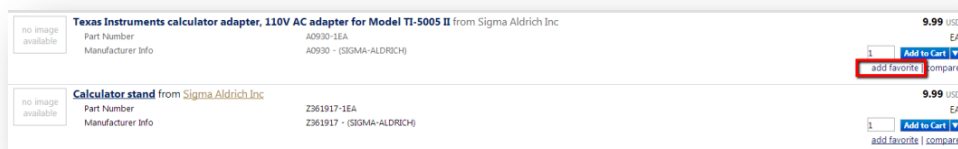
To edit favorite items within a folder, use the links under the 'Add to Cart' button to perform the desired function.



The following types of items or requests can be saved as favorites:

- Hosted catalog items
- Non-Catalog items
- Populated Forms

Items can be added to favorites through Search Results by clicking on the 'Add Favorite' link:



Items can also be added to favorites during checkout. In the Shopping Cart, check the select box to the right of the item. In the drop-down box above the item, be sure that "Add to Favorites" is displayed and click 'Go'.

