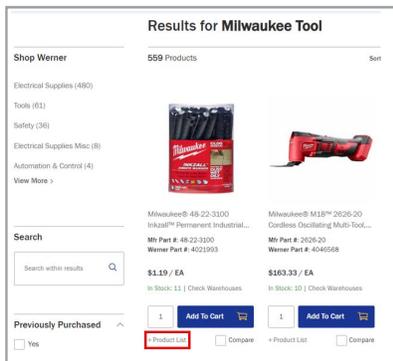


CREATING & UTILIZING PRODUCT LISTS

STEP ONE

Product Lists (*previously titled Product Groups*), can be created in a variety of ways. These are great if you frequently purchase the same items, prefer to save shopping lists for later purchases, or simply want to customize your account in order to reduce searching time. When you are looking at products on the site, you will notice a button on each product that says “+Product List”.

SEARCH RESULTS PAGE

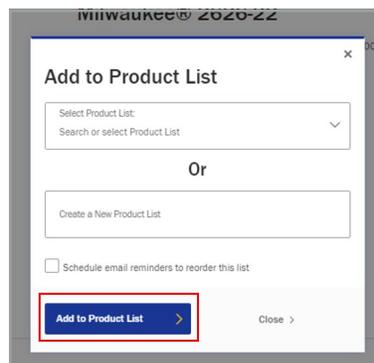


PRODUCT DETAIL PAGE



STEP TWO

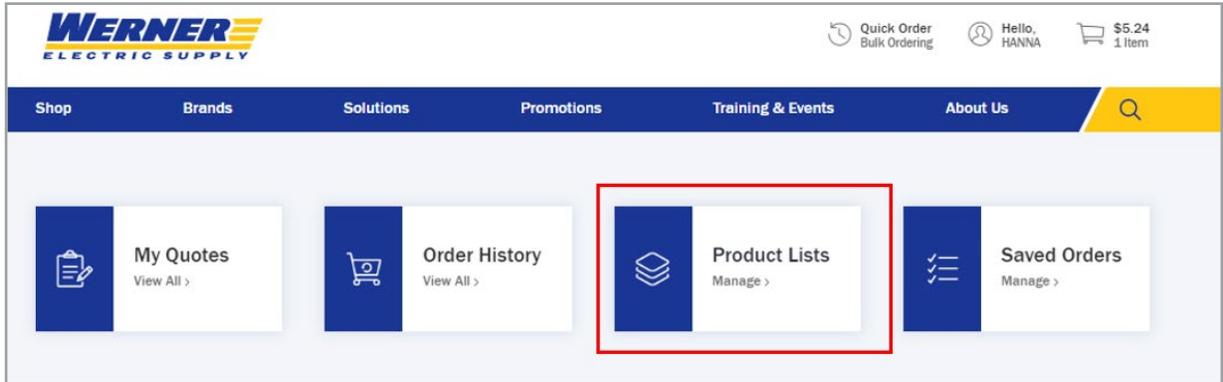
When you click that button, you will get a pop-up like the one shown below, asking you to either select an existing product group to add to, **OR** create a new product list. Then click the “Add to Product List” button when you are ready.



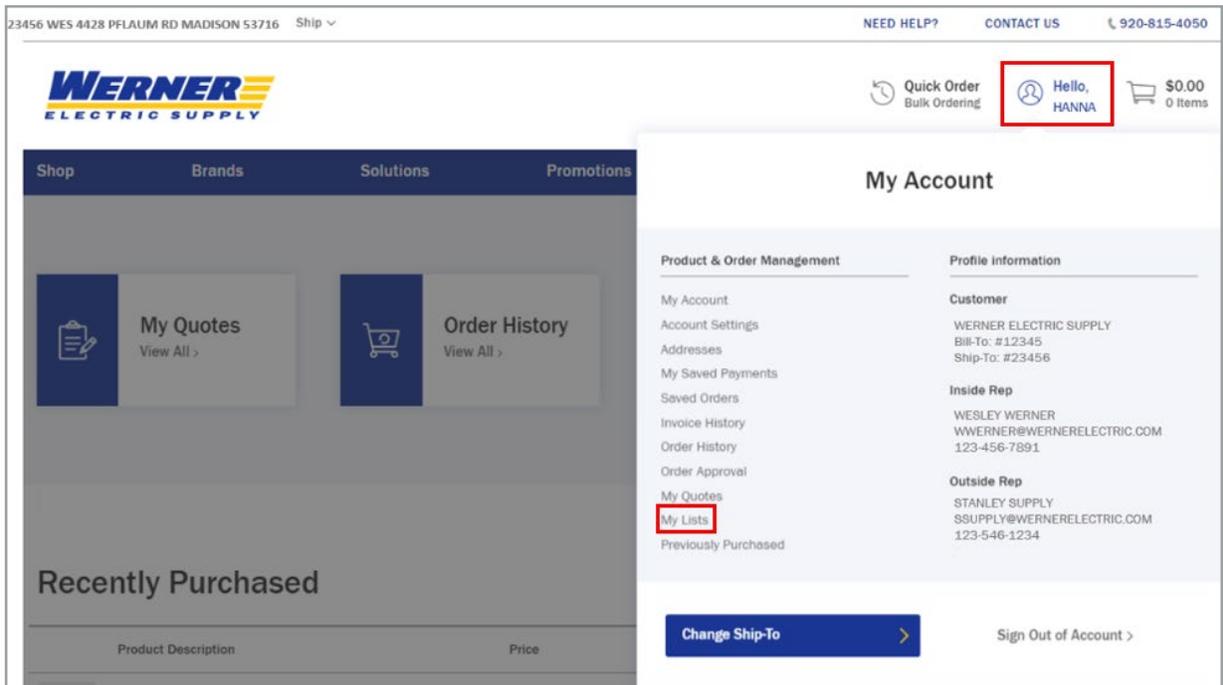
Continue >

STEP THREE

To access your product lists, you can select the [Product Lists](#) widget from your homepage



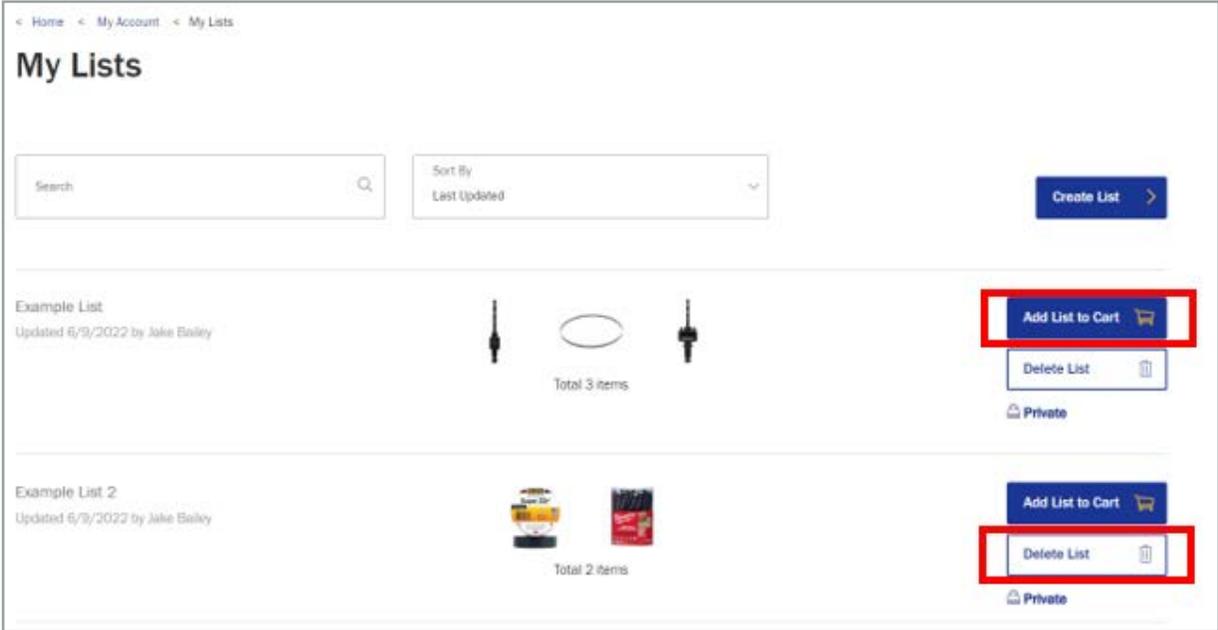
OR “My Lists” from the “My Account” dropdown.



[Continue >](#)

STEP FOUR

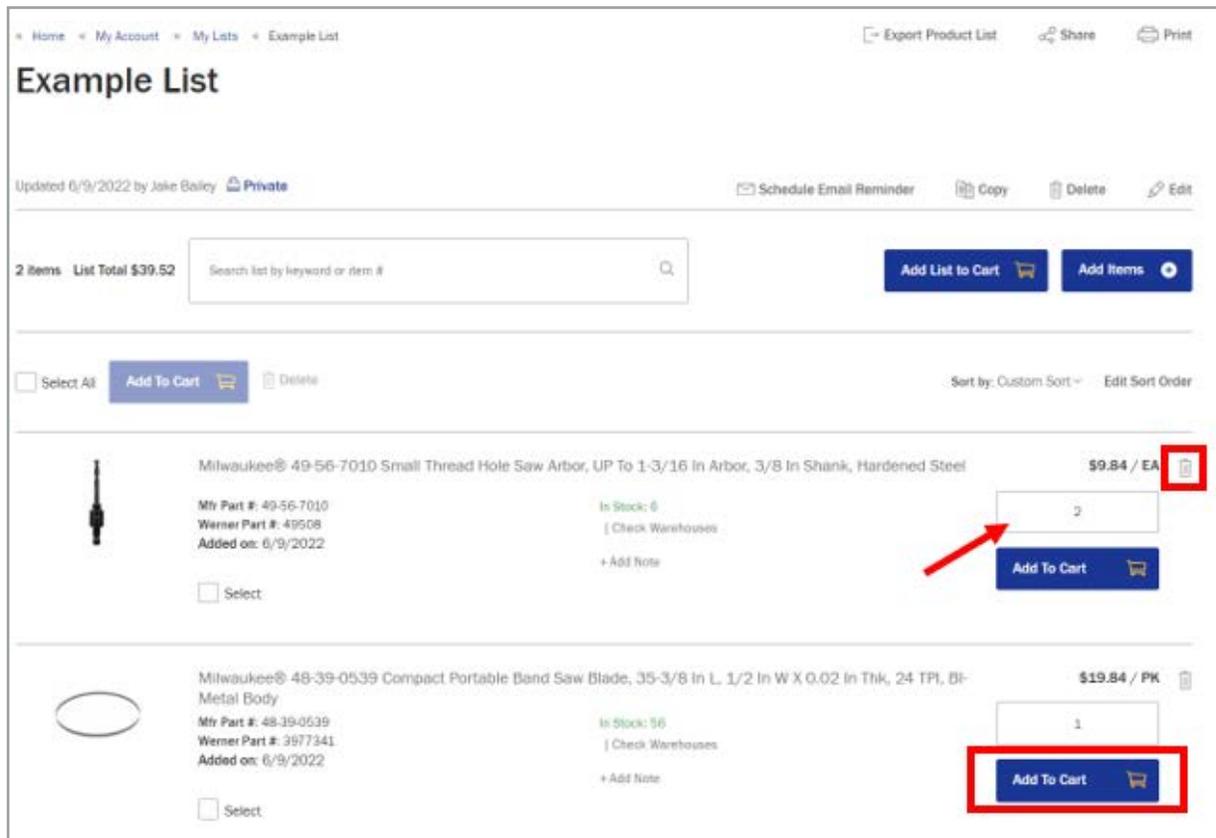
You will now see all of your product lists. From here, you can add an entire list to your cart or delete an entire list.



Continue >

STEP FIVE

If you click on the title of the list, you will be able to open it up and view all of the items within the list. You can delete individual items from the list if they are no longer necessary. You may also add individual items from your list to your cart without adding the entire list at once. You may also update product quantities before deleting or adding items to your cart by changing the number in the box located directly above the “Add to Cart” button.



The screenshot shows a web interface for a product list titled "Example List". At the top, there are navigation links: Home, My Account, My Lists, and Example List. On the right, there are icons for "Export Product List", "Share", and "Print". Below the title, it says "Updated 6/9/2022 by Jake Bailey" and "Private". There are also icons for "Schedule Email Reminder", "Copy", "Delete", and "Edit".

The main content area shows two items:

- Item 1:** Milwaukee® 49-56-7010 Small Thread Hole Saw Arbor, UP To 1-3/16 In Arbor, 3/8 In Shank, Hardened Steel. Price: \$9.84 / EA. In Stock: 6. Quantity input box: 2. "Add to Cart" button is highlighted with a red box and a red arrow points to the quantity box.
- Item 2:** Milwaukee® 48-39-0539 Compact Portable Band Saw Blade, 35-3/8 In L, 1/2 In W X 0.02 In Thk, 24 TPI, Bi-Metal Body. Price: \$19.84 / PK. In Stock: 56. Quantity input box: 1. "Add to Cart" button is highlighted with a red box.

At the bottom of the list, there are buttons for "Select All", "Add To Cart", and "Delete". On the right, there is a "Sort by: Custom Sort" dropdown and an "Edit Sort Order" link.

STEP SIX

You can also export your product list into a spreadsheet. Refer to [Website Guide: Exporting Product Information](#) for detailed directions on exporting.



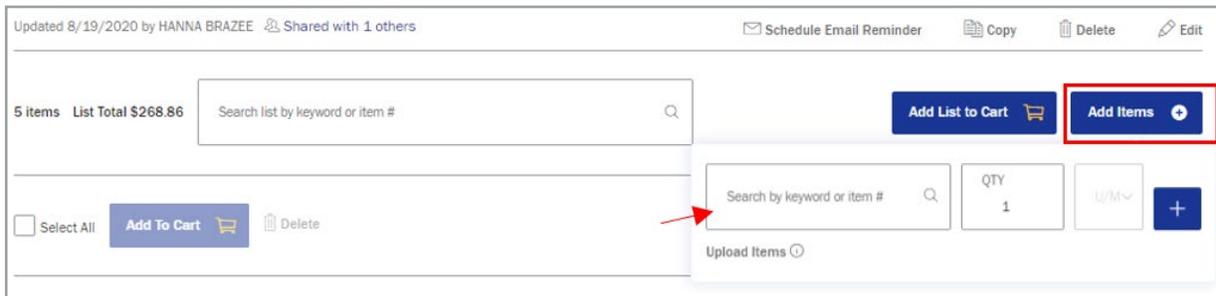
This screenshot shows the same "Example List" page as above, but with the "Export Product List" button highlighted with a red box. The rest of the page content is identical to the previous screenshot.

Tips & Tricks for Utilizing Your Product Lists >

TIPS & TRICKS FOR UTILIZING YOUR PRODUCT LISTS

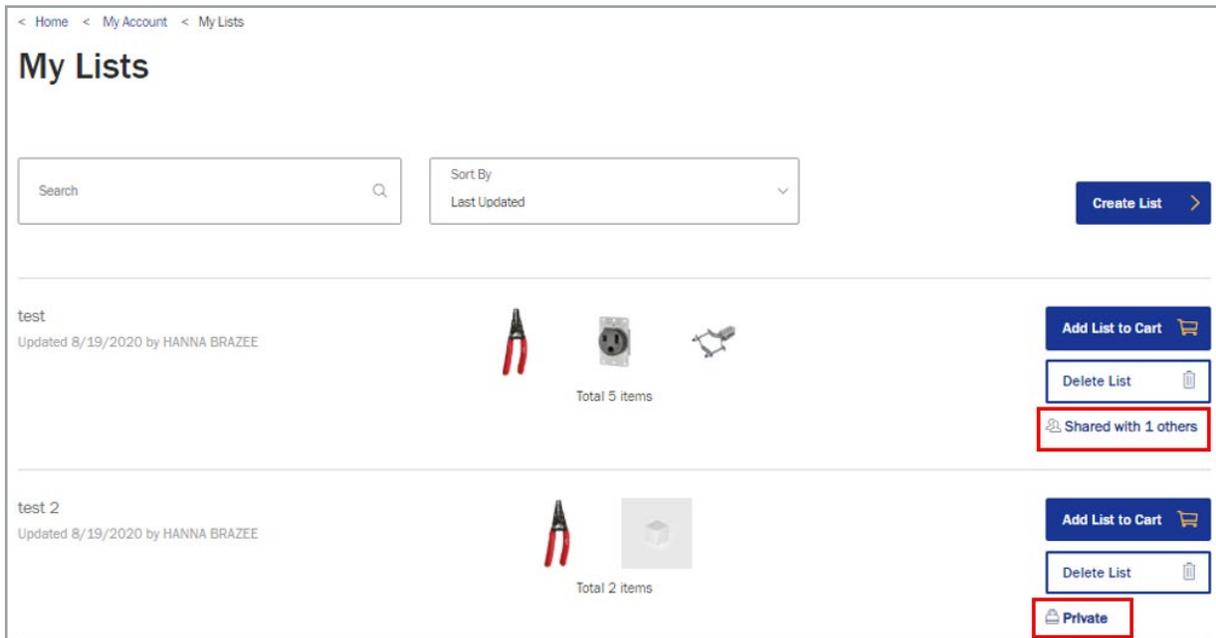
TIP ONE

Add additional items to your product list right from the product list page by clicking the “Add Items” button. You will be able to search by keyword or item # and add to your list right from here:



TIP TWO

Lists can now be shared with others. You can see this right on the main product list page where all of your lists are shown.

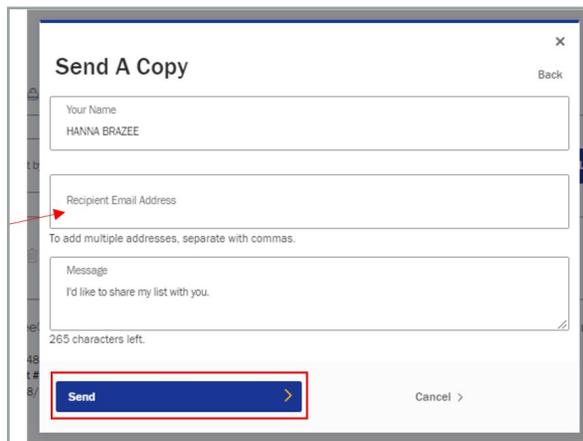
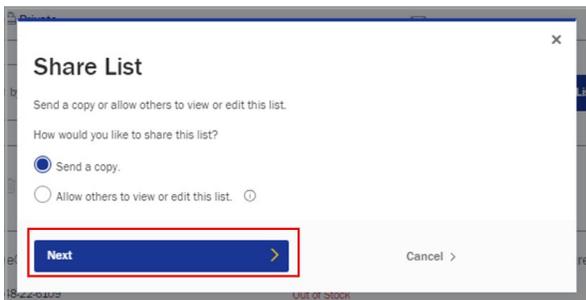


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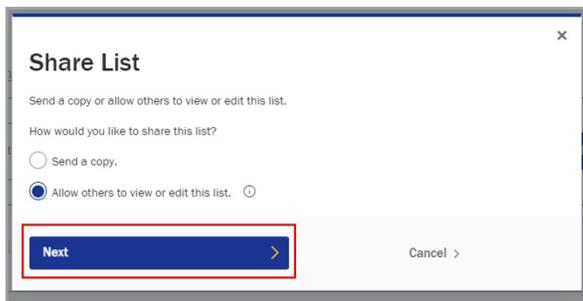
In order to change the share settings on one of your lists, you will need to click into the list that you would like to share. Click the “Share” button in the top right corner.



You will then get a pop-up asking if you would like to simply “Send A Copy” or “Allow others to view or edit this list.” Sending a copy will allow you to email a copy of your list to someone. You can type in their email address and add a brief message, and a copy of your list will be emailed to that person.

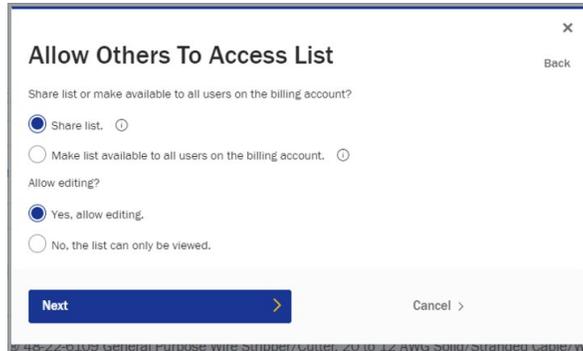


In order to allow other web users at your company to view and edit the list from their accounts, you will need to select “Allow others to view or edit this list.”



Continue >

Next, you will need to decide if you would like to share with certain individual(s), or all web users at your company. You will then need to decide if you would like them to be able to edit the list, or ONLY be able to view it.



The screenshot shows a dialog box titled "Allow Others To Access List" with a close button (X) and a "Back" button. The main question is "Share list or make available to all users on the billing account?". There are two radio button options: "Share list." (selected) and "Make list available to all users on the billing account.". Below this is the question "Allow editing?" with two radio button options: "Yes, allow editing." (selected) and "No, the list can only be viewed.". At the bottom, there are "Next" and "Cancel" buttons.

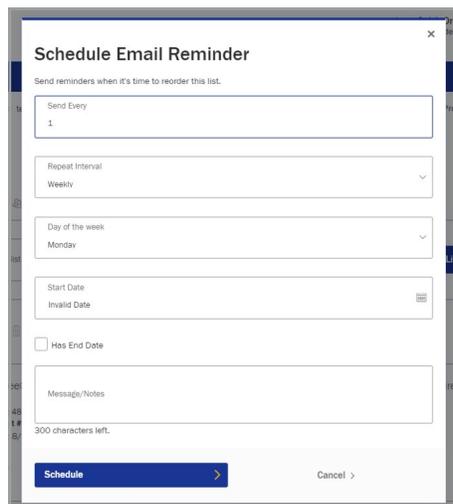
TIP THREE

If you build a product list of items you frequently purchase, you can schedule an email reminder to reorder that list.



The screenshot shows a web interface for a product list titled "test". The breadcrumb trail is "< Home < My Account < My Lists < test". There are buttons for "Export Product List", "Share", and "Print". Below the title, it says "Updated 8/19/2020 by HANNA BRAZEE" and "Shared with 1 others". At the bottom right, there is a "Schedule Email Reminder" button highlighted with a red box, along with "Copy", "Delete", and "Edit" buttons.

You can set how often you would like the email reminder, the preferred day of the week, a start and end date for the reminder, and a brief message.



The screenshot shows a "Schedule Email Reminder" dialog box. It contains the following fields and options: "Send Every" (input field with "1"), "Repeat Interval" (dropdown menu with "Weekly" selected), "Day of the week" (dropdown menu with "Monday" selected), "Start Date" (input field with "Invalid Date" and a calendar icon), "Has End Date" (checkbox, unchecked), and "Message/Notes" (text area with "300 characters left."). At the bottom, there are "Schedule" and "Cancel" buttons.

[Continue >](#)

TIP FOUR

You can add notes to the various items in your product list by clicking “+Add Note”. This can be useful for those that share lists with other users. You could add a note on a particular item to allow these other users to see the importance of that item. These notes will not display anywhere other than within the product list.



TIP FIVE

If you have a large product list, you can search for products within the list.

