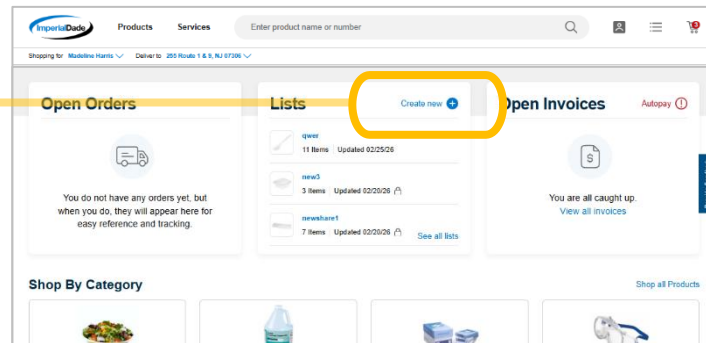


Creating Lists and Adding Items

Lists help you organize frequently ordered items and quickly add them to your cart in one step. You can easily create and manage lists directly from the home page.

Audience

✓ All user roles

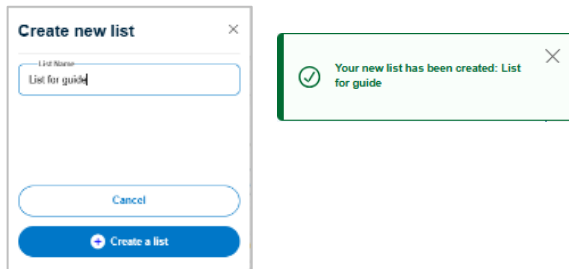


Create a List

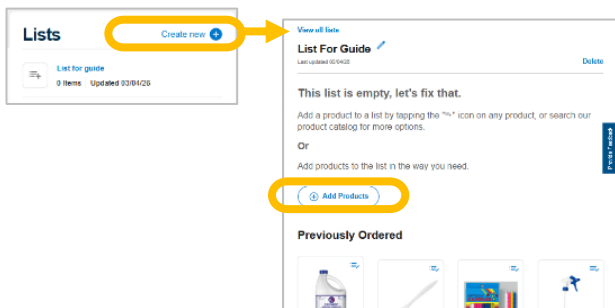
After logging into the site, take the following steps.

Step 1: In the lists section, click “Create new”

Step 2: Name your list and click “Create a list”



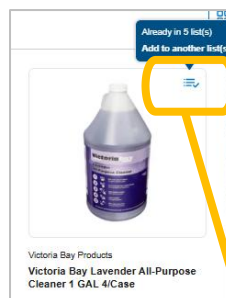
Step 3: Open the new list and add products



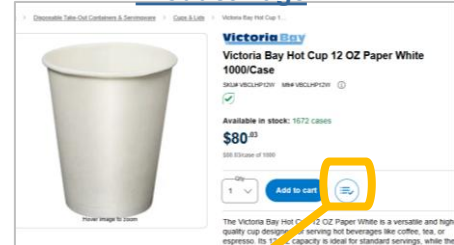
Add to a List

Adding to a list is easy: look for the  symbol, select a List, and update the List.

Product list page

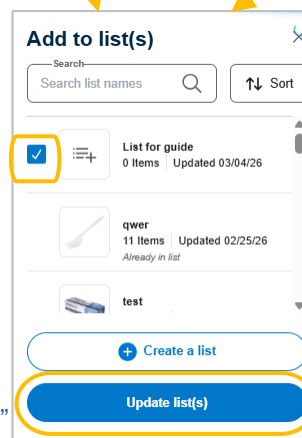


Product Page



1 Click on the List symbol

2 Select the List



3 Click “Update”

