

Establishing Favorites

Favorites can be accessed from the **Home Page** by clicking on the **Shop** icon, hovering over **Shopping**, moving under **Go To**, and clicking on **View Favorites**, or by clicking on **Favorites** under **Shop at the Top**.

There are two types of **Favorites**:

- **Personal** – items identified for future purchasing and managed by the individual.
- **Share** – frequently ordered products by department, role, and individual defined by the Site Administrator.

Add to Favorites is an option in the **Available Actions/Options** drop-down throughout iBuy.

Items from **Hosted** catalogs can be added to **Favorites** from: **Product Search Results**, **Non-Catalog Item** entry, **Forms**, **Product Comparison**, and **Shopping Cart**.

NOTE: Items from Punchout vendors should be done on their site, not added to **My Favorites** within iBuy.

To Add Items to Favorites:

Step	Task
1.	Search for an item using the various search methods.
2.	Click Add Favorite on the line item to add.
3.	Enter/change the Item Nick Name and Quantity (optional).
4.	Select destination folder. OR Click New to create a new folder (below).
5.	Click Submit .
6.	Click Close .

To Add Favorite Items to a Cart:

Step	Task
1.	Under Favorites select the folder which contains items to add.
2.	Edit Quantity .
3.	Click Add to Cart . <ul style="list-style-type: none"> • If adding multiple items, select the check box on each item. • Click the Add to Cart link.

To Create Folders and Subfolders:

Step	Task
1.	Under Favorites click the New icon.
2.	Select Top level Personal Folder or Subfolder of Selected Folder .
3.	Enter a name and description.
4.	Click Save .