

Establishing Favorites

Favorites can be accessed from the **Home Page** using the following methods:

- Click on the **Shop** icon on the left navigation. Within the **Shopping** section, select **View Favorites** under **Go To**.
- Within the **Shop at the Top** section, select the **Favorites** option next to **Go To**.

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 by clicking the three dots next to the item and clicking **Add to Favorites** throughout iBuy.

Items from **Hosted** catalogs can be added to **Favorites** from: **Product Search Results**, **NonCatalog 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. You will not be able to add a punchout catalog item to a cart from favorites.

To Add Items to Favorites

1. Search for an item using the various search methods.
2. Click the heart icon on the line item to add.
3. On the **Add Favorite** pop-up window, **Item Nickname** and **Quantity** fields are already populated. You can change the **Item Nickname** and **Quantity** fields as necessary.
 - a. **NOTE:** The **Description** field is optional.
4. Under **Select Destination Folder**, choose one of the following:
 - a. Select the destination folder.
 - b. Click **Create New** to create a new folder (instructions below).
5. Click **Save Changes**.

To Add Favorite Items to a Cart

1. Under **Favorites**, click the folder or item for the item(s) to add.
2. Edit **Quantity**.
3. Click **Add to Cart**.
 - a. If adding multiple items, select the check box on each item. Then click **Add to Cart**.



To Create Folders and Subfolders

1. Under **Favorites**, click **Add New**.
2. Select **Top level Personal Folder** or **Subfolder of Selected Folder** from the drop-down menu.
3. Enter a name and description (optional).
4. Click **Save Changes**.