



# **FAVORITES LIST USER GUIDE**

[www.Hyspeco.com](http://www.Hyspeco.com)

# Favorites Lists User Guide

“Favorites Lists” are a quick way to mark items that you plan to order frequently or want to be able to easily find.

From a search result (*and many other areas of the site*), you can click the “Add To Favorites” button (1) and add an item to your Favorites List.

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## Search Results

The screenshot displays a search results interface. At the top, a search bar contains a redacted search term, and the text "Viewing Page 1 of 2 (20 results)" is visible. Below the search bar, there are navigation icons and sorting options: "Sort By: Best Match" and "View: 12". A "Compare" checkbox is present on the left. The main content area features a product card with a blue image placeholder, a redacted item number, and a redacted brand name. To the right of the product card, the price is listed as "\$18.42 /EA" with a redacted MSRP of "\$18.42". Below the price is a quantity selector labeled "QTY:" and a green "Add to Cart" button. A blue "Add to Quote" button is also visible. At the bottom of the product card, there is a dropdown menu with three options: "Add To Favorites" (highlighted with a red circle and the number 1), "Add To Order Template", and "Add To Wish List". A "More Info" link is located below the product card. A second "Compare" checkbox is visible at the bottom left of the page.



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When you click this button, you'll be presented with the “Favorites Categories” screen. This screen lists all of the favorites categories you've created (1).\*

*\*Note: All favorites are placed in a category.*

If you don't have any categories yet, or you don't see that category that is appropriate for this item, you can easily type a new category name in the “Category Name” box (2). Typing a new category name in this box will automatically create the favorite category and place the item in the category.

An item can be added to multiple categories allowing you to organize one item in multiple places. Simply check the box next to the category list for every category that should contain this item.

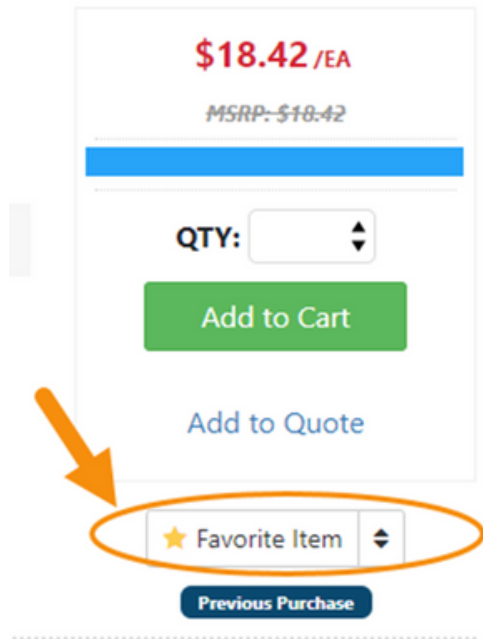
Finally, when you are finished click the “Save” button (3). The “Manage Categories” link (4) will allow you to add/edit/delete categories you've created.

The screenshot shows a web interface for managing favorite categories. At the top, there is a header with "Part #: [redacted]" and a close button (X). Below this is the "Favorites Categories" section, which includes a "Manage Categories" link (4) and a list of categories. Each category has a checkbox (1) next to it. Below the list is a text input field for "Category Name" (2) with a prompt: "Don't see the category you need? Enter a new one below." At the bottom, there is a "Save" button (3) and a link "What is a category?".



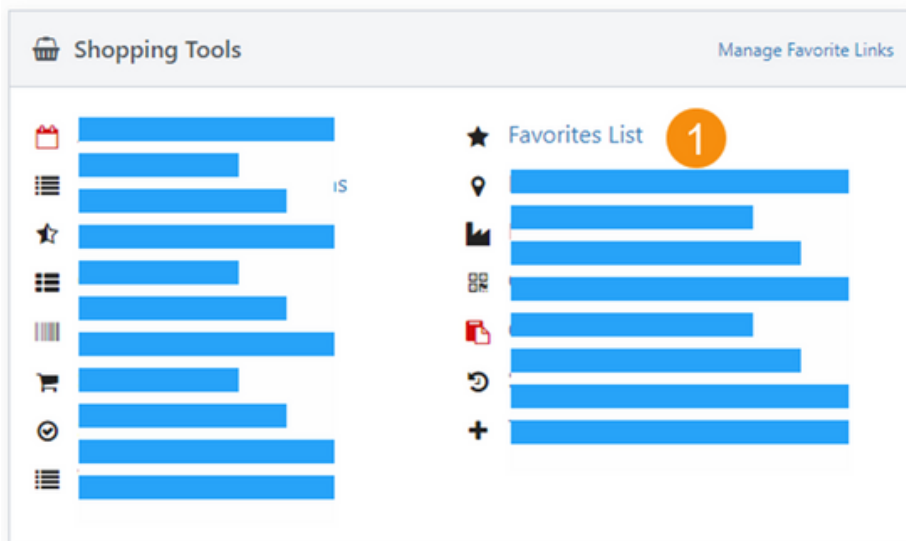
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After you've added an item to your favorites, it will display as a "Favorite Item" in search results, etc.



You can easily access your "Favorites List" by visiting your "My Account" portal ([click on your name in the header of the site](#)).

Under the "Shopping Tools" area, there'll be a link to "Favorites List" (1).



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Your “Favorites List” looks very similar to a search result page; however, it has a few additional options you will notice.

1. You can select any of the categories that you have created (*or view them all at once*). When you select a category, your “Favorites List” will filter out all items not in this category.
2. You can choose how to sort your “Favorites List.”
3. You can search inside of your “Favorites List.”
4. You can manage categories to add, edit, or rename categories.
5. Your “Product List” will include the category names above each grouping of items when viewing all categories so that you can easily tell what category an item is in.

The screenshot displays the 'Favorites' interface. At the top, there are three main controls: 'Jump to Category:' with a dropdown menu (callout 1) and a link to 'add/edit categories and items' (callout 4); 'Sort By:' with a dropdown menu (callout 2); and 'Search Favorites:' with a text input field, a '(clear)' link, and a 'Search' button (callout 3). Below these controls, there are two product listings. Each listing features a blue category bar (callout 5), a product image, and details such as 'Item #:', 'Brand:', and a price of '\$18.42 /EA' with 'MSRP-\$118.42' crossed out. Each listing also includes a 'QTY:' selector, an 'Add to Cart' button, an 'Add to Quote' button, and an 'Add To Favorites' button. A 'View: 12' dropdown is located in the top right corner of the product list area.