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WISH LISTS USER GUIDE

Wish Lists User Guide

"Wish Lists" are an easy way to generate a list of items for reference later.

Wish Lists are commonly used to create a group of items for a job or other project. Wish Lists allow you to add items to the list and include a quantity and a note. This is especially useful for buyers that need to build a list of items for a project, keep track of the quantity needed, and have the ability to include additional information about the item for the project in the form of a note.

You can create multiple wish lists to accommodate multiple projects or groups.

Adding an item to a Wish List can be accomplished from most of the search results on the site by using the **"Add To"** button and selecting **"Add To Wish List"** (1).
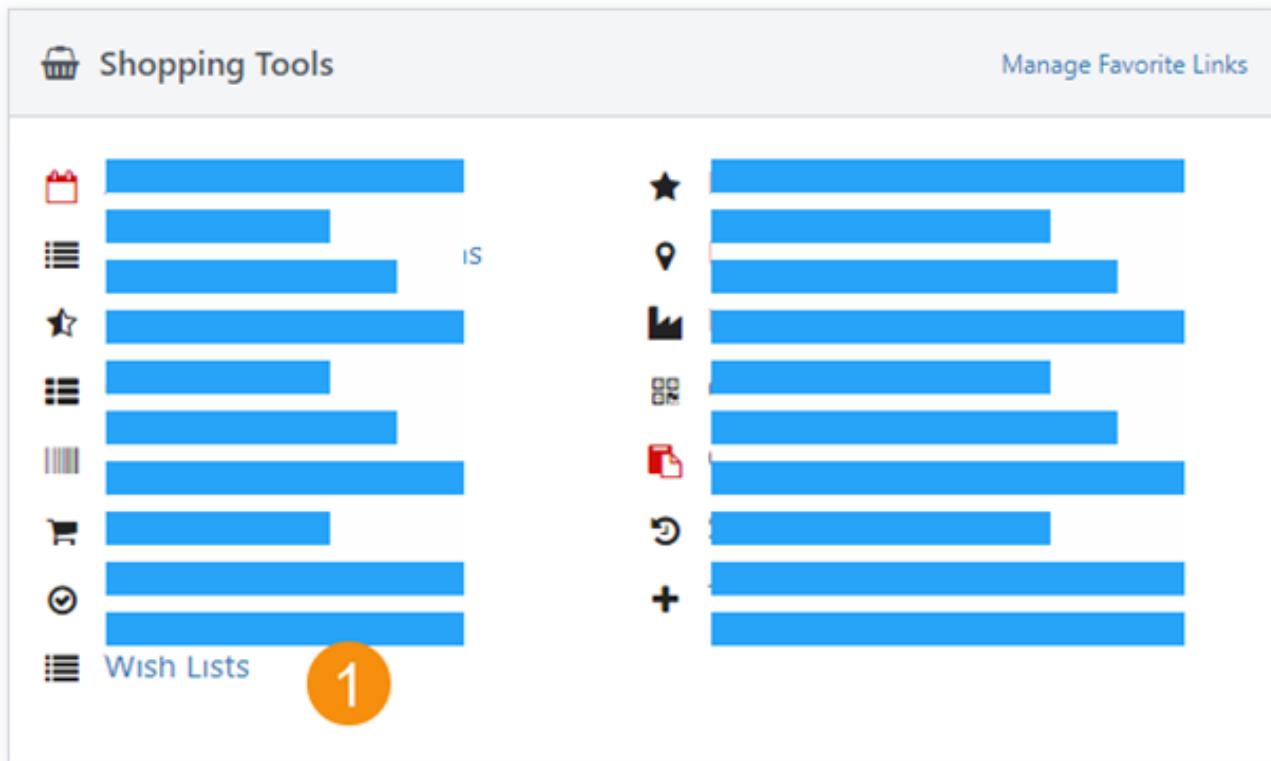
Wish Lists User Guide

You can easily access your Wish Lists by visiting your **"My Account"** portal page *(click on your name in the header of the site)*.

Under the **"Shopping Tools"** area, there will be a link to a **"Wish Lists"** page (1).

Wish Lists User Guide

When you view your **"Wish Lists,"** you'll see all the wish lists you have created.

On the main wish list page, you have several options.

1. The name of the wish list, click this link to view the wish list.
2. The date the wish list was created.
3. The **"View"** button which will allow you to view the wish list.
4. The **"Rename"** button will allow you to change the name of a wish list.
5. The **"Delete"** button will allow you to delete a wish list from your wish lists *(Note: This cannot be undone)*.

Wish Lists

Name ①	Added Date ②		③	④	⑤
Job 123	11/06/19		👁 View	✏ Rename	✖ Delete
Job 39939	12/09/19		👁 View	✏ Rename	✖ Delete
Brown Job	03/25/20		👁 View	✏ Rename	✖ Delete
Project X	07/13/20		👁 View	✏ Rename	✖ Delete

+ Add Wish List ⑥

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Wish Lists User Guide

Click on a wish list to view the details and potentially add the items to a cart or a quote request.

The wish list detail page provides the following:

1. The name of the wish list selected.
2. A link to rename this wish list.
3. Use this link to return to view all of your wish lists.
4. Use the **"Email List"** button to send an email with your wish list items to someone.
5. Use the **"Print"** button to print the wish list.
6. The **"Select"** boxes next to each item and the **"Select All"** box allow you to indicate which items you want to add to a cart or a quote request *(Note: Items that are unpriced cannot be added to a cart)*.
7. You can filter your list by typing **"Filter Text"** in this box.
8. These items are **"Non-Stock Items,"** meaning that they don't exist on our site, but you can still add them to your wish list so that you can keep a complete list of items necessary to complete the job. You may also add Non-Stock Items so that you can submit a quote for an item you could not locate on our website.
9. Pricing for the item *(if available; pricing isn't available for Non-Stock Items)*.
10. Use the **"Note"** button to add or edit a note for this item so that you can indicate any additional information relevant to your project.
11. Use the **"Delete"** icon to remove an item from your wish list.
12. Use the **"Add Item"** button to add an item from our website to your wish list. You can search by part number or description *(very similar to using our Quick Order function)*.
13. Use the **"Non-Stock Item"** button to add an item that is not on our site, or even necessarily something we sell, to your wish list.
14. The **"Delete Wish List"** link will delete this wish list *(Note: This cannot be undone)*.

Wish Lists User Guide

15. Use the **"Add To Quote"** button to add the selected items from your wish list to a quote request. You can then submit your quote request from the icon in the top right of our site *(Note: This is not always available)*.

16. Use the **"Add To Cart"** button to add the selected items from your wish list to a cart. You can then purchase your cart using the cart icon in the top right of our site *(Note: You cannot add Non-Stock Items to the cart)*.