



FAVORITES LISTS

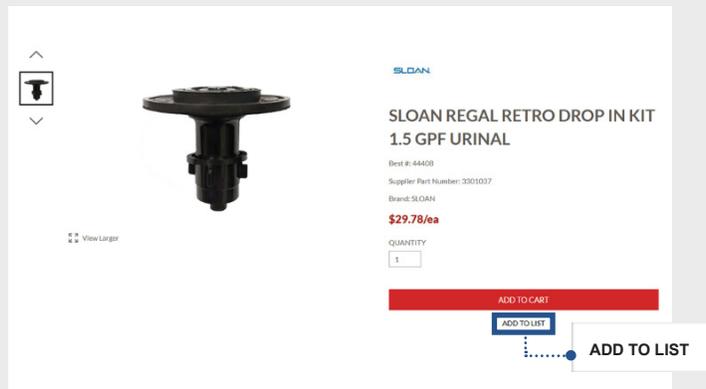
The Lists Feature is a great way to organize all your regularly ordered products into one place.

- ▶ Simplify your ordering process and place your future orders in just a few clicks!

1

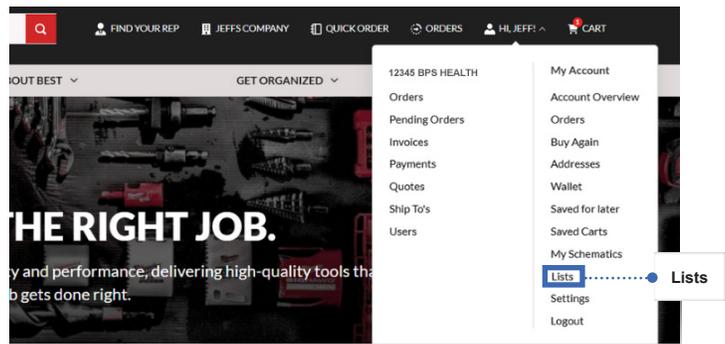
To add an item to your favorites list, click **"ADD TO LIST"** button on the product page.

You will then choose to add the product to an existing list or create a new list.



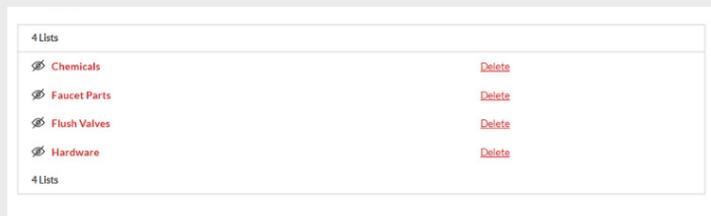
2

You can view all your lists by clicking the account dropdown menu in the header and then clicking on Lists.



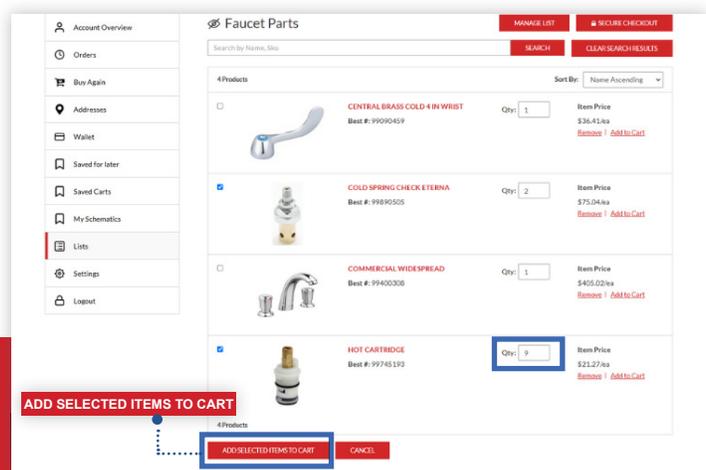
3

This is where you will see all the lists you've created. You can view the items within each list by clicking on the list name.



4

Once you navigate to the list you wish to view, you will see all of your favorite items for that list. You can add these items to your shopping cart directly from this screen.



▶ You can make these lists private or share them with your organization, so your team members can utilize them as well!