

# User Guide: How to Manage Favourites



## How to create a new favourite list?

Favourite lists are lists of desired products saved into your account. Frequently creating favourite lists makes reordering simple and easy. You can create as many favourite lists as you'd like.

### 01 — CREATING A FAVOURITE LIST FROM MY ACCOUNT

On any page, click on 'My Account' in the header to display the menu. You will see Favourite Lists in the 'My Lists' section of the page. If you have never created a favourite list before, you will only see the option to create a new favourite list. If you have created a favourite list, you will see the favourite lists here. To create a new favourite list click on the button 'create new favourite list'.

This will display a pop-up to create your new favourite list. Enter the name of your list and click on 'create a list' to create your new favourite list. If you want to cancel or go back to the favourite list page you can click on the 'cancel' link or on the cross. This will create your list. You can now add the desired products from Product pages to this list. You will find how to add products in the next section. If you want to delete your favourite list, click on the 'delete' link.

### 02 — I WANT TO ADD PRODUCTS IN AN EXISTING FAVOURITE LIST FROM A LIST PAGE

Search for the product you wish to add to your favourite list using one of the methods outlined in the 'Product' user guide. Once you have landed on the list page you have two options; to add your desired products to your favourite list or to create a new favourite list. Select the quantity you require by either typing in the number or using the '+' or '-' buttons. Once the quantity is correct, click on 'add all to favourite list' in the add to cart bar. Next select an existing favourite list to add these products to the previously created favourites list.

If you want to create a new favourite list, you must select 'create a new favourite list' and enter a list name. Then click on 'create'.

### 03 — I WANT TO CREATE A FAVOURITE LIST FROM THE PRODUCT PAGE / I WANT TO ADD PRODUCTS IN A FAVORITE LIST FROM A PRODUCT PAGE

Search for the product you wish to add to your favourite list using one of the methods outlined in the 'Product' user guide. Once you have landed

on the product page you have two options; to add your desired products to your favourite list or to create a new favourite list. Select the quantity you require by either typing in the number or using the '+' or '-' buttons. Once the quantity is correct, click on 'add to Favourites'.

Next select an existing favourite list to add these products to the previously created favourite list. If you want to create a new favourite list, you must select 'create a new favourite list' and enter a list name, then click on 'create'.

#### 04 — I WANT TO EDIT GENERAL SETTINGS OF AN EXISTING FAVOURITE LIST

On any page, click on 'My Account' in the header, a drop-down menu will be displayed. Click on 'My lists' to be redirected to the corresponding landed page.

On this page you will find all the information about your favourite lists: the name of the favourite list, its creation date and its number of products. If you click on the 'Edit' link, a pop-up will be displayed where you can change the name of your favourite list. If you want to delete your favourite list click on the 'delete' link.

#### 05 — I WANT TO MODIFY PRODUCTS FROM AN EXISTING FAVOURITE LIST

If you want to modify product quantities from an existing favourite list click on the 'See products' link. you will see all the information about your favourite list mentioned previously and the saved products. Select the quantity you require by either typing in the number or using the '+' or '-' buttons. Your changes are automatically saved. If you click on the 'delete' link, your product will be removed from your favourite list.

#### 06 — I WANT TO ADD PRODUCTS TO MY BASKET FROM AN EXISTING FAVOURITE LIST

To add products to your basket from an existing favourite list, please look at the methods outlined in the 'How do I place an order' user guide.

**If you have any questions about this user guide, do not hesitate to contact us by phone, by email or via your Business Development Manager.**