

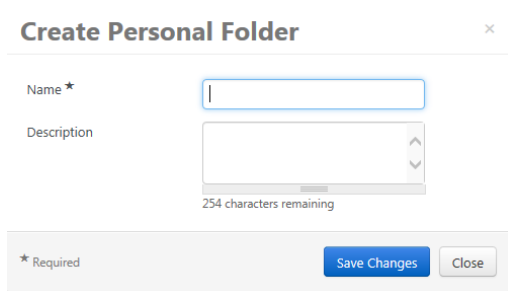
Creating and Using Favorites Quick Guide

OVERVIEW

In WISBuy, personal favorites are those items that an individual identifies for future purchasing. With personal favorites, folders and subfolders can be created to manage the favorites; users have full control over items in their personal folders.

ADDING A FAVORITE ITEM FROM PRODUCT SEARCH

1. From the Shop at the Top, enter the item being sought, and click Go.
2. Click the Add Favorites link next to the item to add as a favorite.
3. In the Item Nickname field, enter a meaningful name for this item.
4. Enter the standard quantity that will be ordered, which can always be updated when adding to the cart.
5. Select the destination folder for the item. If creating a new destination folder:
 - a. Select Add New followed by Top level personal folder.
 - b. The Create Personal Folder window displays.



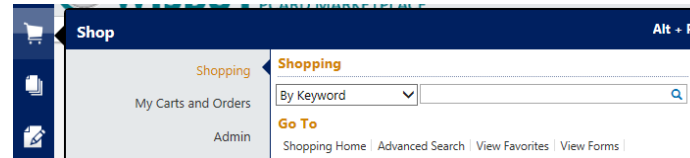
- c. Enter a name for the folder and description, then click save changes.
 - d. The new folder displays in the list, and is automatically selected for the favorites item. Click Save Changes to save the item.
 - e. A confirmation window displays. The item can now be accessed via the *View Favorites* page.
6. If the destination folder already exists:
 - a. Select the folder name or sub-folder name to store the item.
 - b. Click Save changes.
 - c. A confirmation window displays. The item can now be accessed via the *View Favorites* page.

ADDING A FAVORITE ITEM FROM THE ACTIVE CART

1. To add an item to your favorites that is already in your active cart, click the shopping cart icon in the upper right-hand corner of the screen followed by
2. Select the Add to Favorites button to the left of the item to add as a favorite.
3. Repeat the earlier steps to create a new destination folder or select an existing destination folder for the item(s).

EDITING FAVORITE FOLDERS

After adding a favorite item to a folder, you may need to update the item, including the name and quantity. To Edit an item go to View Favorites;



1. The Favorites maintenance screen opens.
2. Select the **appropriate folder** from the left pane, and locate the item(s) on the right pane.
3. Click the Edit link directly under the **Add to Cart** button.
4. Make any necessary changes to the item, and click Save Changes.

DELETING FAVORITE ITEMS AND FOLDERS

In Favorites, items or folders can be deleted as necessary. Sometimes items are no longer available, regularly ordered items change, or an incorrect item may have been added to Favorites. Follow the directions above to go the Favorite Maintenance Screen.

Deleting an Item from Favorites

1. Click the **delete** link directly under the **Add to Cart** button.
2. A confirmation window displays. Click OK to confirm deleting the item.

Deleting a Folder from Favorites

1. Click the Delete button at the top of the folder list.
2. A confirmation window displays. Click OK to confirm deleting the folder.

Contact us at doawispro@wi.gov