

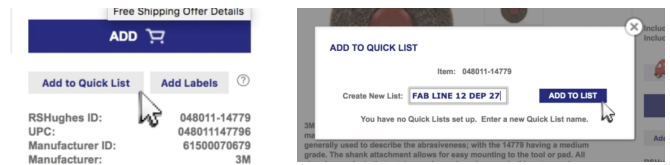
Quick Lists

-Setting up a new quick list

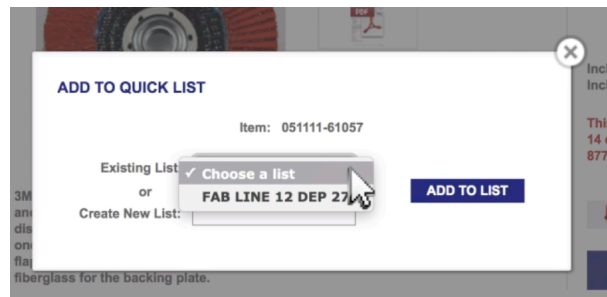
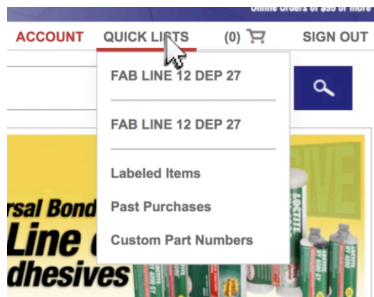
1. Locate the item you are looking for in the Search Bar.



2. Choose Add to Quick List on the bottom right hand side of the page. Choose a name for your list and click the ADD TO LIST button.

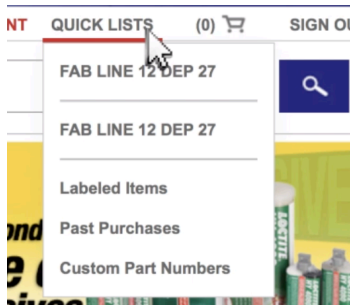


3. To find your new list, select the QUICK LISTS tab in the navigation menu and select your new list. To add another item, locate the item in the search bar, select Add to Quick List. From the drop down menu, choose the list you want to add the item to. Then click on ADD TO LIST.

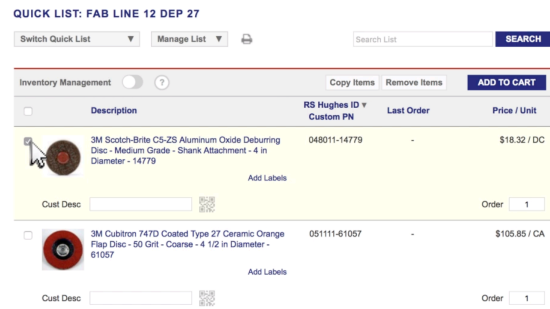


-Adding an item to the cart

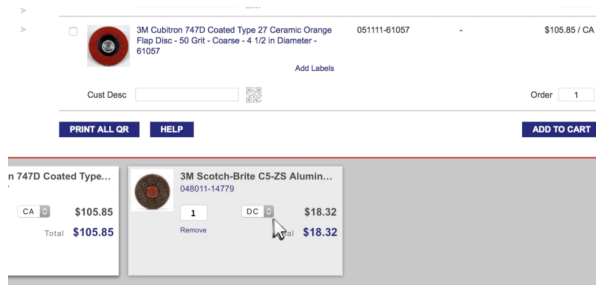
1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list.



2. Check the box directly to the left of the item you want to add to the cart. Click on the ADD TO CART button.

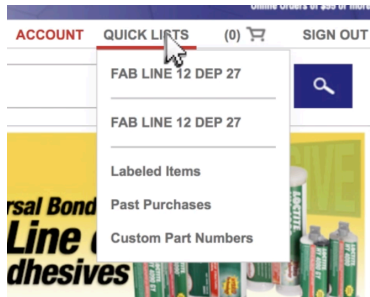


3. Alternatively, you can simply click the item and drag it into the cart that pops up from the bottom of the page.

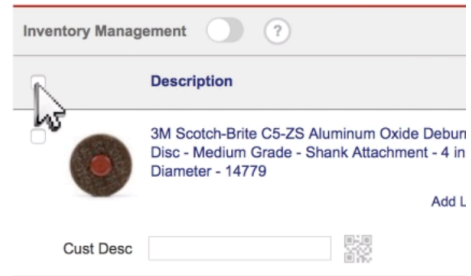


-Adding multiple items to the cart

1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list.

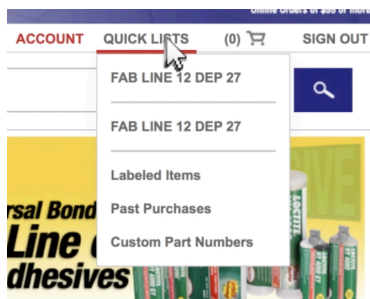


2. Select the box directly to the left of Description and click on the ADD TO CART button or drag the item(s) to your cart at the bottom of the page.

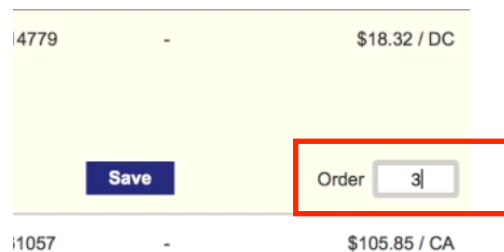


-Changing the order quantity

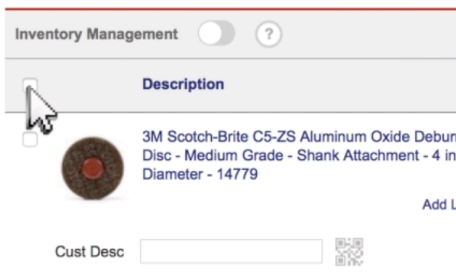
1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list.



2. Change the order quantity on the right hand side of the item box.



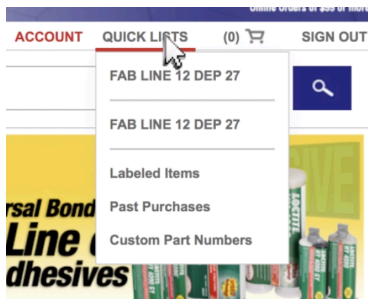
3. Select the box directly to the left of the item and click on the ADD TO CART button or drag the item(s) to your cart at the bottom of the page.



Order

-Changing and saving the order quantity

1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list.



2. Locate the item and change the order quantity on the right side of the item box. Click on the Save button. Select ADD TO CART or simply drag the item(s) to your cart.

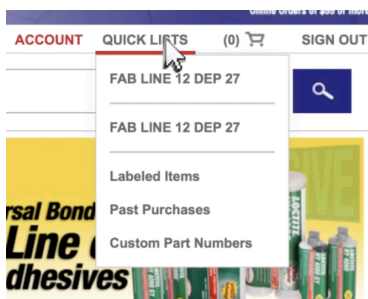
RS Hughes ID	Custom PN	Last Order	Price / Unit
g	048011-14779	-	\$18.32 / DC
ge	051111-61057		\$105.85 / CA

Order

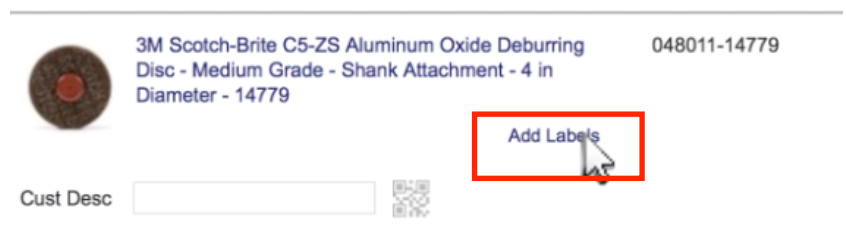
Save

-Adding custom labels

1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list.



2. Select Add Labels under your specific item.



3. Name your label and click on the SAVE button.

