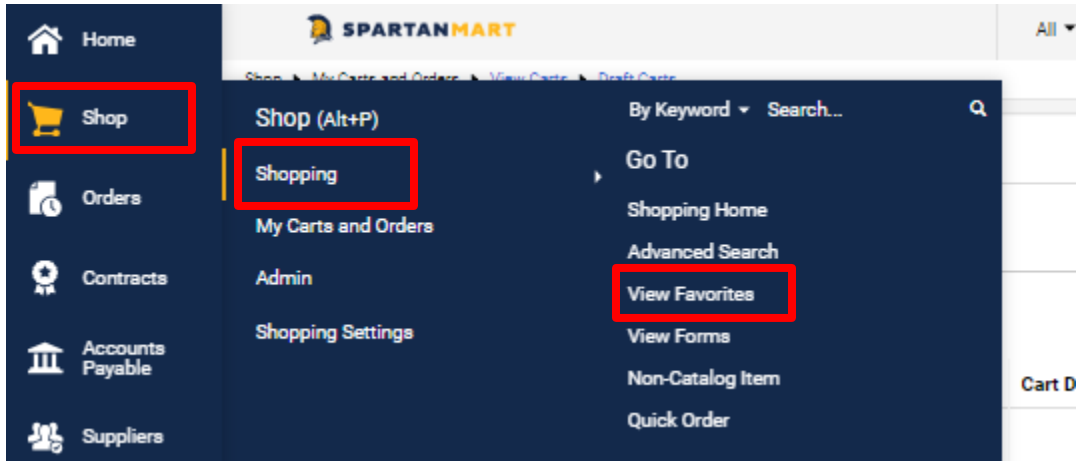


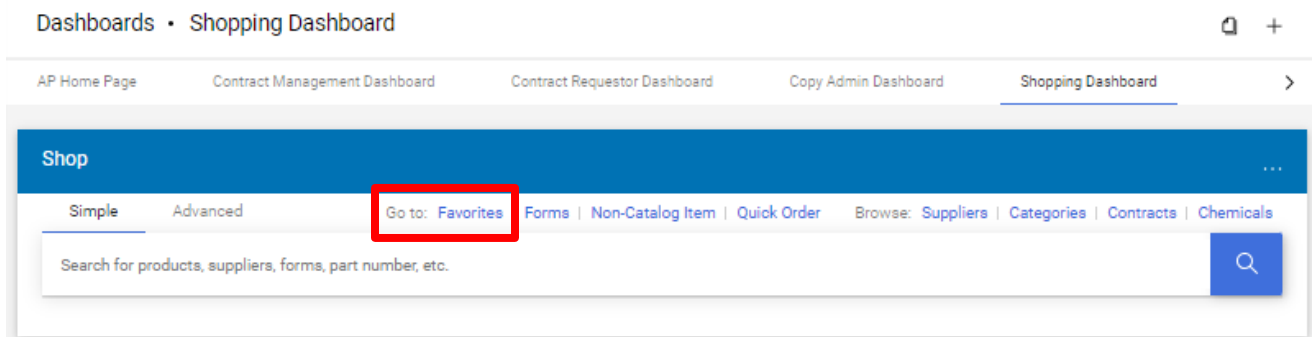
Favorites

Use the **favorites** tab to create folders for quick access to items. These folders can contain items you need to order repeatedly.

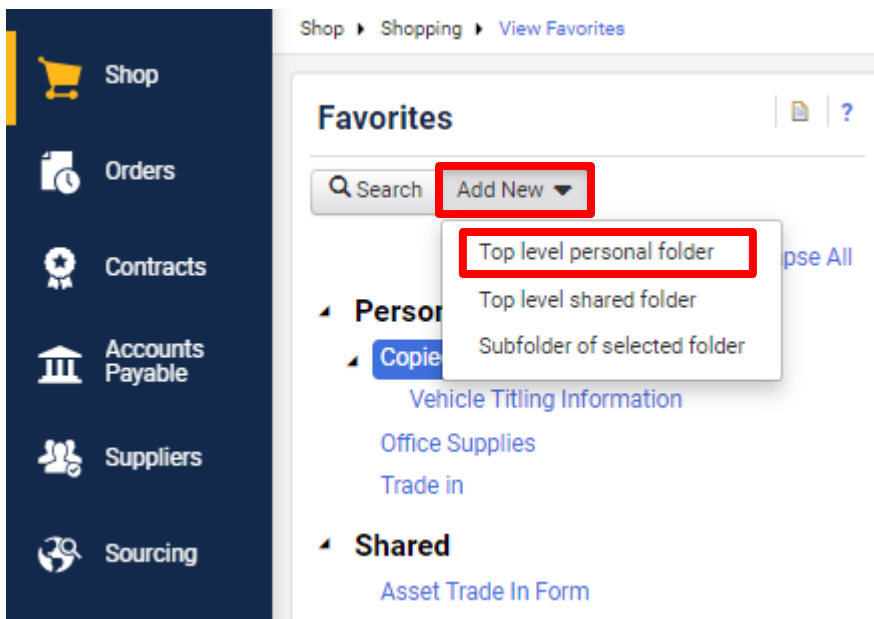
1. Hover over the 'Shop>Shopping' icon and click 'View Favorites' tab or click 'favorites' on the "Go to: bar.



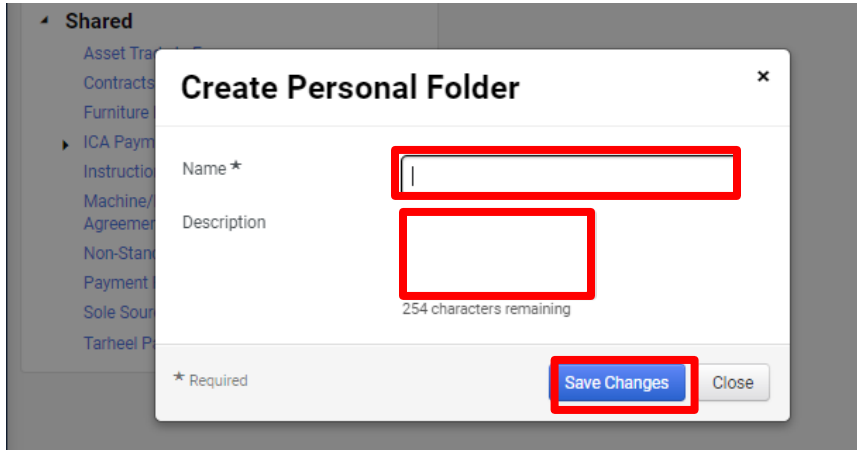
Or



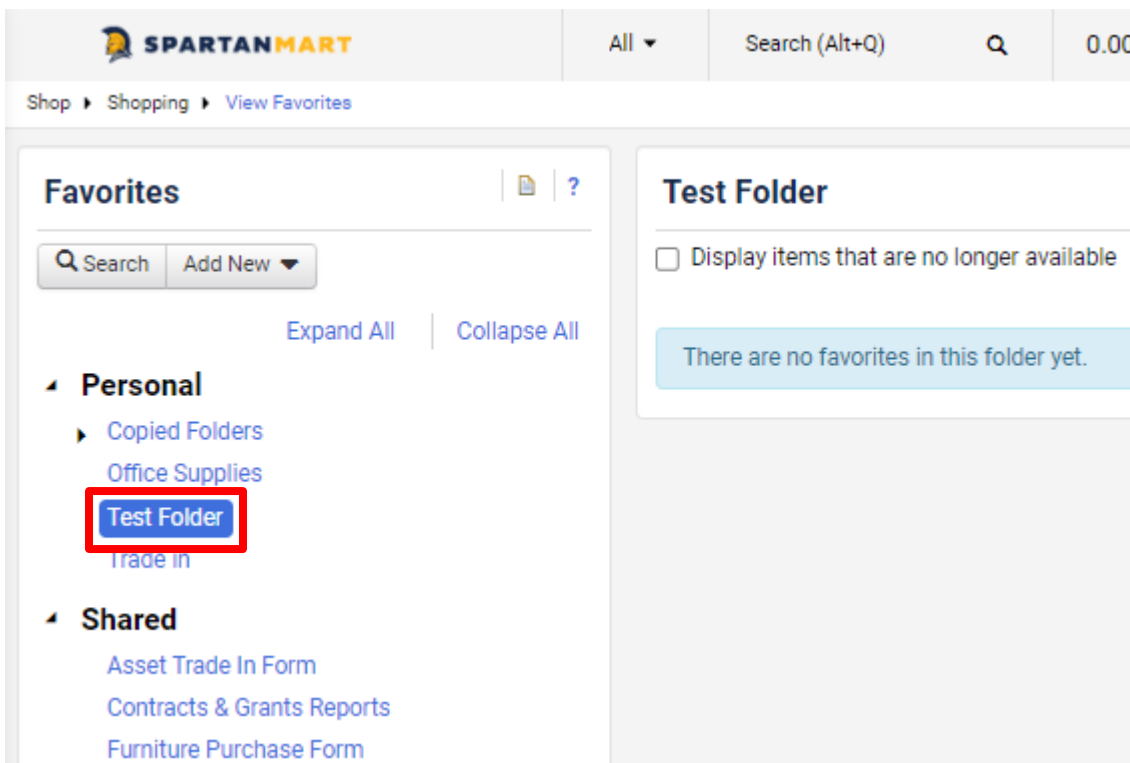
2. Click **New** then select **Top level personal folder**.



3. Click in the **Name** text box and give the folder a name and enter a description in the **Description** text box, then Click Save.

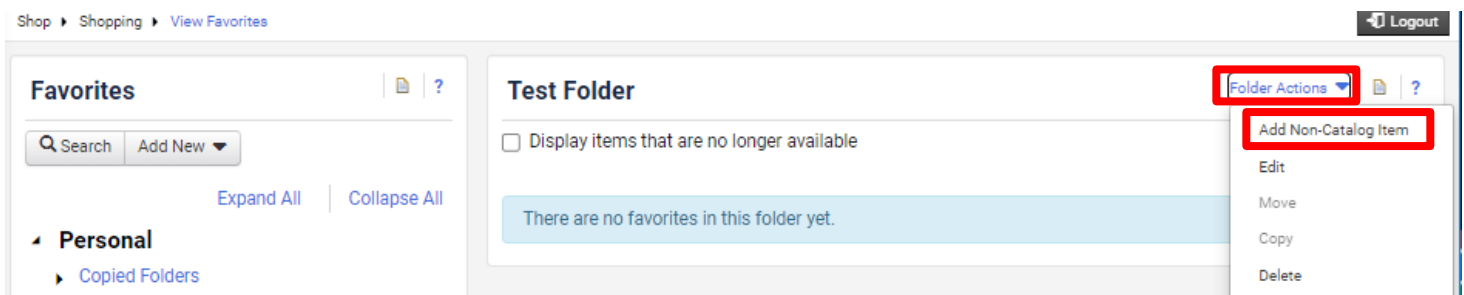


4. Notice that the folder you created shows under the 'Personal' heading.



5. **Adding non-catalog items to your Favorites folder** – you can add a non-catalog item to one of your folders from the favorites folder.

Click on the folder actions button where you want to add the item and click 'Add non-catalog item...'



6. Enter the non-catalog item information as usual. (See **Non-Catalog and Order** instructions for non-catalog items)

Shop > Shopping > View Favorites

Favorites

Search Add New

Expand All Collapse All

- Personal
 - Copied Folders
 - Office Supplies
 - Test Folder**
 - Trade In
- Shared

Test Folder

Display items that are no longer available

There are no favorites in this folder yet.

Add Non-Catalog Item to Favorites

Morrisette Paper Company Corporation ACH [select different supplier](#)

PO Box 20768, Greensboro, North Carolina 27420 United States

[Distribution Methods](#)

Product Description	Item/Part Number	Quantity	Price Estimate	Enter Packaging/Unit of Measure (ie: 1/EA):
Liquid Live, Enzyme Cleaner 12/cs, 32 oz bottles	123456	5	29.95	CS - Case

206 characters remaining expand clear

[Product Details](#)

Commodity Code: 47130000

Manufacturer Name:

Manufacturer Part No:

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Save And Close Save and Add Another Close

7. The item(s) now appear in your newly created Favorites folder.

Shop > Shopping > View Favorites

Favorites

Search Add New

Expand All Collapse All

- Personal
 - Copied Folders
 - Office Supplies
 - Test Folder**
 - Trade In
- Shared

Test Folder

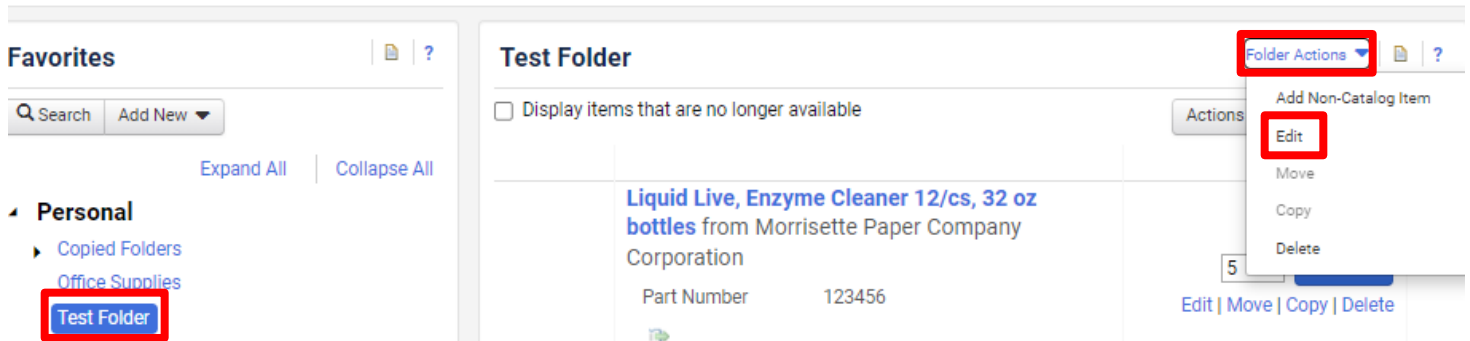
Display items that are no longer available

Actions for Selected Favorites

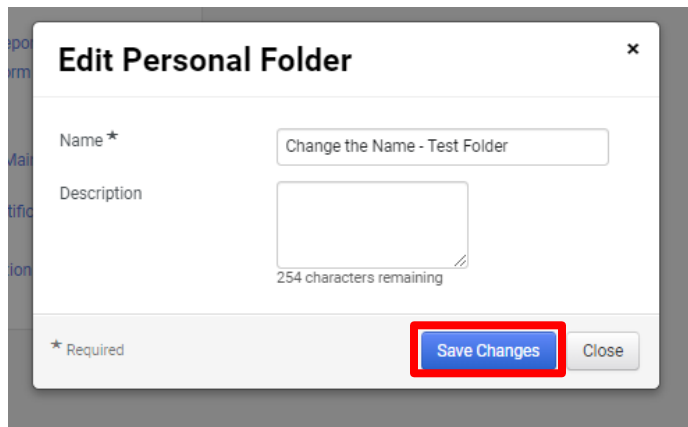
Liquid Live, Enzyme Cleaner 12/cs, 32 oz bottles from Morrisette Paper Company Corporation	29.95 USD	<input type="checkbox"/>
Part Number 123456	CS	
	5 Add to Cart	
	Edit Move Copy Delete	

Editing folders – use this to change the folder’s **Name** or **Description**.

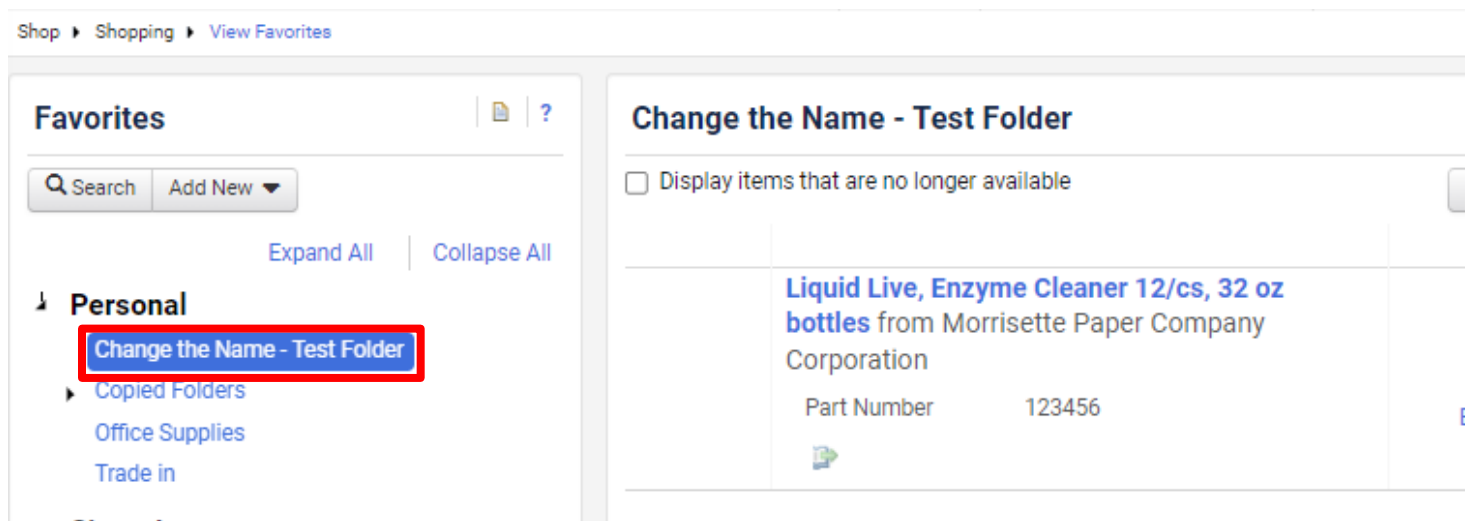
1. Click the folder you want to edit. Click the **Folder Actions** button and then Click **Edit**, the information as needed.



Click **Save**.

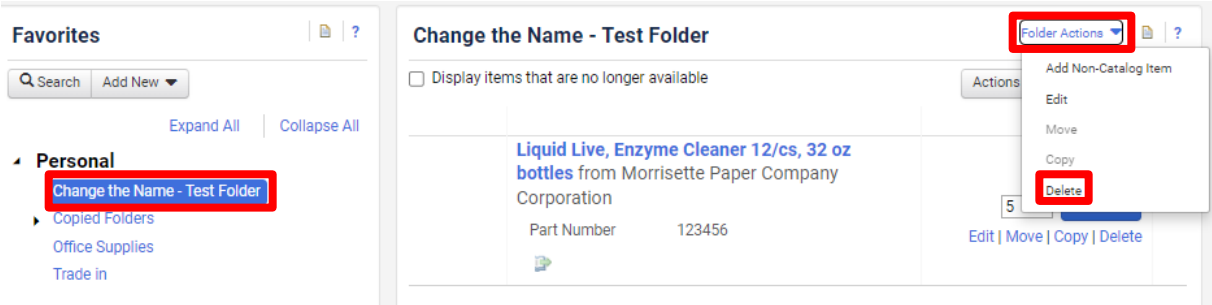


2. Notice that the folder **Name** and **Description** has changed.

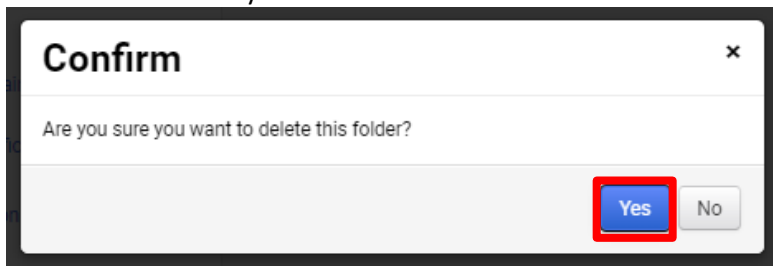


Deleting folders – use this to **delete** the entire folder and its contents.

1. Select the folder that you want to delete Click **'Folder Actions'** and click the **Delete** button.



2. Click Yes to confirm you wish to delete this folder.

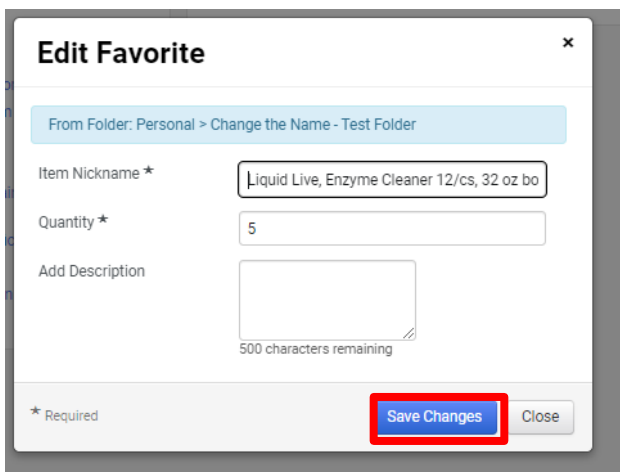


Editing contents of a folder –To edit an item in the folder:

1. Click on the item in the folder you want to edit.

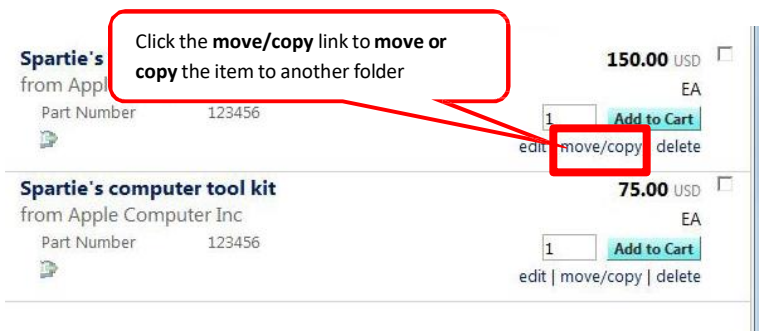


1. Edit the item as needed and click **Save**.

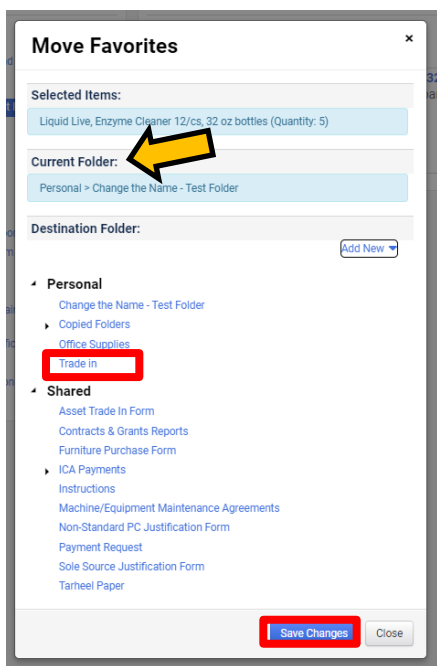


Move/Copy an Item – use this to move or copy an item to another folder.

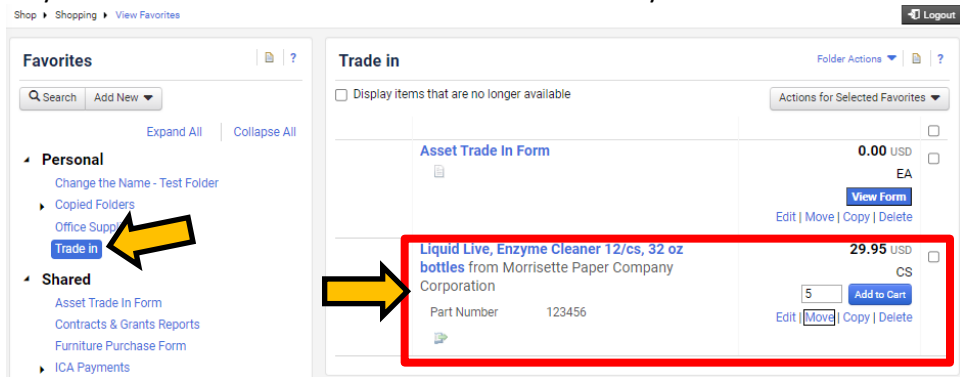
1. Click the **move/copy** link.



2. Select the destination folder where you want to move the item to and then click **Save Changes**.



As you can see the Favorite items is in the new folder you moved it to.



The **favorites** tab can also be used to access forms shared by SpartanMart users such as: Asset Trade-In, Construction/Services, Machine/Equipment Maintenance Agreements, or Non-Standard PC Configuration Justification forms....

Note: These forms can also be accessed by clicking on the forms tab (See **Forms** instructions)

Shop ▶ Shopping ▶ View Favorites

Favorites

Search Add New ▼

Expand All | Collapse All

- Personal
 - Change the Name - Test Folder
 - Copied Folders
 - Office Supplies
 - Trade in
- Shared
 - Asset Trade In Form
 - Contracts & Grants Reports
 - Furniture Purchase Form
 - ICA Payments
 - Instructions
 - Machine/Equipment Maintenance Agreements
 - Non-Standard PC Justification Form
 - Payment Request
 - Sole Source Justification Form
 - Tarheel Paper

Trade in

Display items tl

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