Creating and Using Favorites

Favorites represent products that are frequently ordered from hosted supplier catalogs and provide the shopper with quick access to those items. This functionality is only available from those suppliers listed in the Hosted Supplier Showcase. Items from a punch-out site cannot be added to favorites; however, search and favorite functions are usually available directly on the vendor punch-out sites.

Adding Items to Favorites from Search Results

1. Add items to personal favorites while reviewing the results of a search in Shop@UW. To practice, search for a 5ml beaker. Click the Add Favorite link under the Add to Cart button when this is an item that will be ordered frequently.

2. After the Add Favorite link is clicked, the “Add to Favorites” window opens. Update the description, if desired, before the item gets saved to a favorites folder. Delete the original text and type in something more meaningful. The customized description in the shopper’s favorite’s folder is only meant to help the shopper identify that item and will not be sent to the supplier. The original description shown in the search will still be sent to the supplier.

Step 1: Edit Item Details

- **Item Nickname**: 5ml Beaker
- **Quantity**: 1
- **From**: Fisher Scientific, Catalog No. 025391
  - 50ml 20 Beaker, Reusable; Kimax; Griffin Glass; Dual White Scale; 20ml; Graduations: 5ml; ASTM E960; TT; 12/PK

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Using Favorites Folder to Order Items
3. Select the folder where the item is to be placed. To create a new folder, select New and then Top Level Personal Folder. Another window opens where the folder name and description (optional) can be entered; click on save.

![Create New Personal Favorites Folder](image)

4. Highlight the folder in the “Add to Favorites” window under the Personal heading and click ‘Submit’.

![Personal](image)

Adding Items to Favorites from Cart

1. Favorites can also be added from a cart. Click on a cart, click on the Add to Favorites button to the left of the item, and follow the same steps outlined in the “Adding Items to Favorites from Search Results” instructions.
Favorites Sub-Folders

1. Sub-folders are a good way to manage favorites or create “shopping lists” of products that are ordered frequently. To do so, first click the 'Favorites' tab.

2. The Favorites window is split into two areas. The window on the left is where the folders are managed and the window on the right displays folder contents.

3. The left-hand portion of the split contains two folder entry types. Personal folders are created, modified and used exclusively by each individual MD number used to login.

   - **Personal**
     - Lab Supplies
       - Office Supplies
       - Routine Ofc Supplies monthly order
     - Shared
       - Lab Supplies
       - UW-Madison Preferred Products

4. Shared folders can be created by the business unit administrator, and allow folders to be made that share items across the organization, department, or group of users. For example, the UW-Madison Preferred Products.

   - **Shared**
     - Lab Supplies
     - UW-Madison Preferred Products
Favorites Navigation

1. At the top of the window on the left are four buttons: New, Edit, Move/Copy and Delete.

2. The ‘New’ button allows the shopper to create a new folder or sub-folder. To create a new sub-folder, highlight where the sub-folder is to be created, and then click ‘New’ followed by ‘Subfolder of Selected Folder’ to place the entry under the highlighted folder.

3. When the selected destination is determined, add a folder name and a description. When finished, click Save.

4. Once this sub-folder is created, it may be edited via the edit button, which allows the shopper to change the name and description.
5. The 'Move/Copy' button allows the shopper to move a sub-folder and its contents to a different location.

6. The delete button allows the shopper to delete a personal folder and its contents.
Using Favorites Folder to Order Items

1. There is also the option to use the favorites folders to order items. To use an entire folder to place an order, select the folder that was prepared to order from. At the top of the favorites list, select the check box and then click the ‘add to cart link’ to the left of the check box. These items are now added to the cart.

2. Items in the folder can also be ordered individually, if desired, by clicking the Add to Cart button for the specific item.