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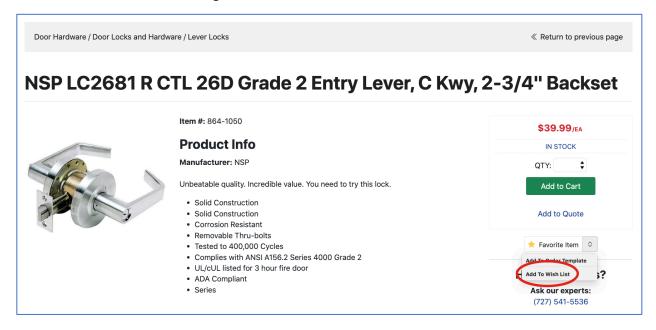
E-STORE HOW TO: Wish Lists

Wish lists are an easy way to generate a list of items for reference later.

Wish lists are commonly used to create a group of items for a job or other project. Wish lists allow you to add items and include a quantity and a note. This is especially useful for buyers that need to build a list of items for a project, keep track of the quantity needed, and have the ability to include additional information about the item for the project.

You can create multiple wish lists to accommodate multiple projects or groups.

Adding an item to a **Wish List** can be accomplished from most of the search results by using the "Add To..." button and selecting "Add To Wish List" (1).

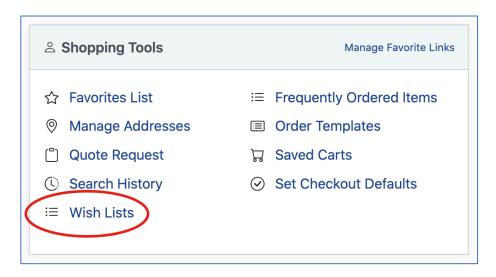


You can easily access your **Wish Lists** by visiting your **My Account Portal** page (click on your name in the header of the site).



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On the My Account page, under the Shopping Tools area, there will be a link to Wish Lists:



When you view your **Wish Lists**, you'll see all the lists you have created.

On the main wish list page, you have several options

- 1) The name of the wish list, click this link to view the wish list
- 2) The date the wish list was created
- 3) The View button which will also allow you to view the wish list
- 4) The Rename button will allow you to change the name of a wish list
- 5) The Delete button will allow you to delete a wish list from your wish lists (note this cannot be undone!)



Click on a wish list to view the details and potentially add the items to a cart or a quote request.







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The wish list detail page provides the following:

- 1) The name of the wish list along with a link to rename it.
- 2) Use the **Email List** button to send an email with your wish list items to someone.
- 3) Use the **Print** button to print the wish list.
- 4) The select boxes next to each item and the select all box allow you to indicate which items you want to add to a cart or a quote request. Note, items that are unpriced cannot be added to a cart.
- 5) You can filter your list by typing filter text in this box.
- 6) Pricing for the item (if available, pricing isn't available for Non-Stock items).
- 7) This item is a "Non-Stock Item" meaning that they don't exist on our site, but you can still add them to your wish list so that you can keep a complete of items necessary to complete the job. You may also add Non-Stock items so that you can submit a quote for an item you could not locate on our website.
- 8) Use the **Note** button to add or edit a note for this item so that you can indicate any additional information relevant to your project.
- 9) Use the **Add Item** button to add an item from our website to your wish list. You can search by part number or description (very similar to using our Quick Order function).
- 10) Use the **Non-Stock Item** button to add an item that is not on our site or even necessarily something we sell to your wish list.
- 11) Use the **Add To Quote** button to add the selected items from your wish list to a quote request. You can then submit your quote request from the icon in the top right of our site. (Note this is not always available)
- 12) Use the **Add To Cart** button to add the selected items from your wish list to your cart. (Note: you cannot add non-stock items to the cart)





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Wish List

