Creating Favorites

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This guide demonstrates how to create a favorite from a hosted catalog item. Favorites are very useful for commonly ordered items as they decrease the time necessary to search.

It is NOT recommended to create favorites for punch-out items. Punch-out items do not automatically get updated in your saved favorites. Prices, SKU numbers, and other data may become outdated, resulting in mistaken orders and additional processing expense for LSU.

Procedure

1. From the LSU GeauxShop homepage, search and find a hosted catalog item.

2. In the search results, click on the add favorite link to add the item to your saved favorites...

   ...OR from the product description page, select Add To Favorites from the actions drop-down menu and click.
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3. To create a new favorites folder, click the New button.

4. Select in the pop-up window if the new folder will be a top level or a sub-folder.

5. In the pop-up window, enter a name for the folder and an optional description.

6. Click the save button.

7. Enter an Item Nickname and a Quantity (optional), select a Destination Folder, and click the button.

You have now added favorites from hosted items. You have also created new favorites folders and learned how to access the favorites list.