

How to Create a Shopping List

Each person who logs onto the website has the ability to create one or more shopping lists of items they frequently purchase from the website. This enables them to shop online more easily and quickly without having look up desired items.

To Create a Shopping List:

First you must log in with your user name and password. Next, click on the **My Lists** on the left hand menu.

In this area, you will find a box which says, **Create a New List**. In the given area, type in the name you want to give to your list. Click Add or hit the Enter key, and you list should now appear on this page.

To Add Items to your Shopping List (2 methods):

Method 1:

Click on the name of the shopping list you want to add items to. In the box labeled Add Item, type in the item number of the item you wish to add to your shopping list. Click the Add button. Your item has now been added to your shopping list.

Method 2:

Once you have created your list or lists, simply look up the items you wish to have on your list(s). Next, click on the item number.

The next screen enables you to order the item. If you look just below the order area, the middle button says, Add to Lists. Click this button and a new window should appear on your screen. In it, is the name of the list(s) you have created. Simply click the box of the list you want your item to appear in and click Add to List. Close the window.

Now when you look in My Lists, the item will appear on the list you checked for the item to appear on.

To Delete Items or Lists:

To Delete an entire list, simply go to My Lists and click on the list you wish to delete. At the top of the screen, it shows [delete this List](#). Simply click this and the entire shopping list will be deleted.

To remove an item from your shopping list, simply click [Remove](#) next to the item you wish to remove from the list.