

# How To:

*Create a Favorites List*  
*Add Products to a List*  
*Manage Lists*

Before beginning this tutorial,  
make sure you are logged in to RelaDyne *Express*.

Refer to the “How To Login” Tutorial at [www.reladyne.com/order-online](http://www.reladyne.com/order-online) for a step-by-step guide.

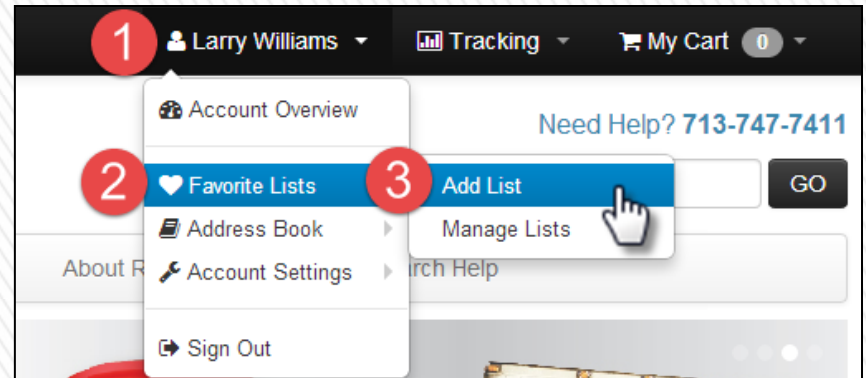


# 1. Create a Favorites List

» Click the **Account Name** on the black bar at the top of the page.

» Hover over “Favorites Lists”

» Click “Add List”



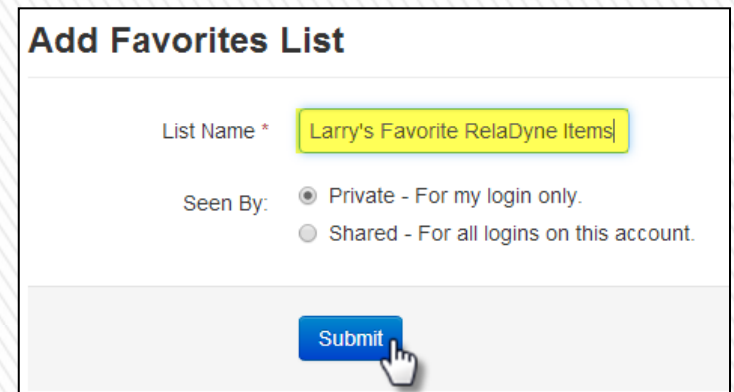
» Name your List

» Choose to make your list

> “Private” – Only you can see the list in your company

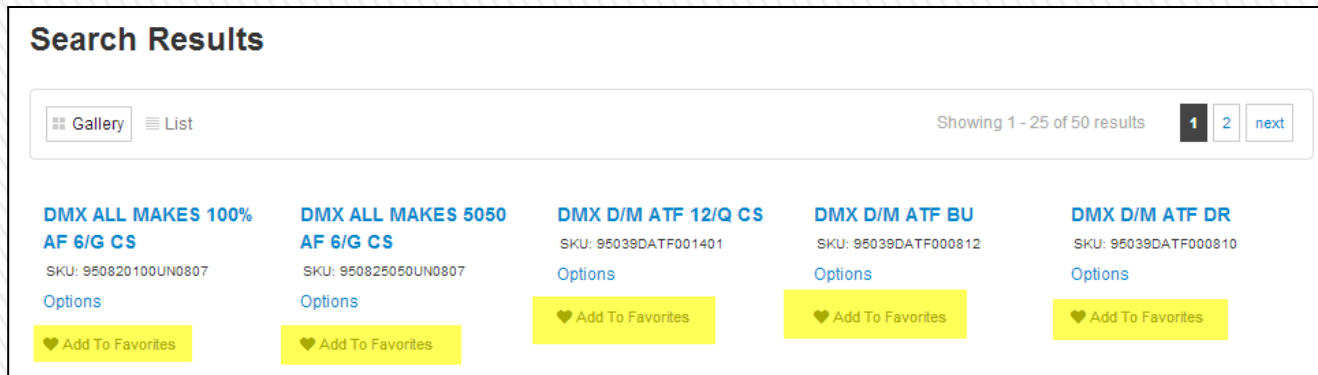
> “Shared” – Share your list with your company users

» Click 

A screenshot of the 'Add Favorites List' form. The title is 'Add Favorites List'. The 'List Name \*' field contains 'Larry's Favorite RelaDyne Items'. The 'Seen By:' section has two radio buttons: 'Private - For my login only.' (selected) and 'Shared - For all logins on this account.'. A blue 'Submit' button is at the bottom, with a hand cursor pointing at it. A large brown arrow points to the right on the right side of the form.

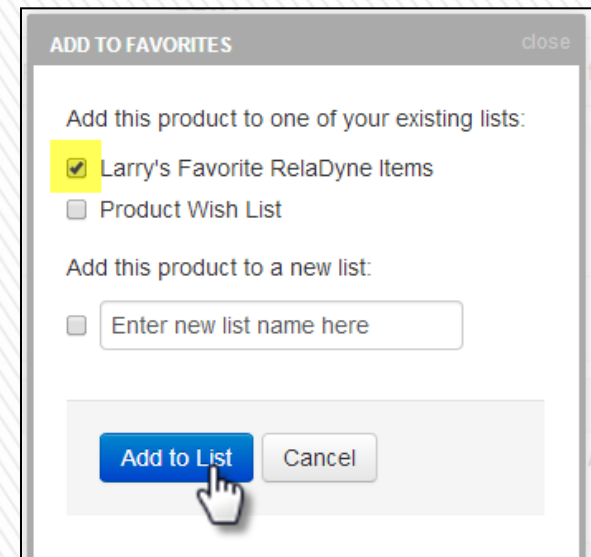
# 2. Add Products to a List

- » Anytime you are searching or browsing for RelaDyne products, you can click the “Add To Favorites” icon associated with the product to add a product to one of your Lists.



- » In the popup box, choose from your existing lists where you want to add the product
  - > *Hint: You can also create a new list directly from this box!*

» Click 



# 3. Manage Lists

» Click the **Account Name** on the black bar at the top of the page.

» Hover over “Favorites Lists”

» Click “Manage Lists”

» Managing Your Lists:

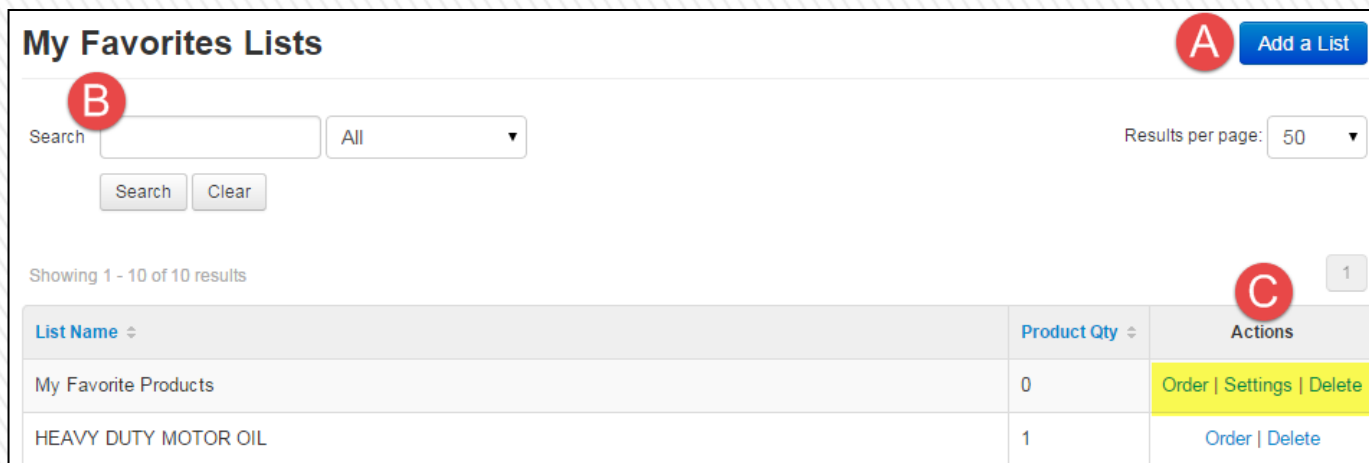
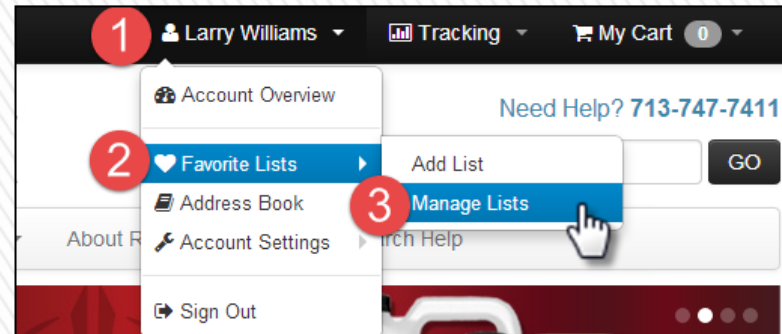
A. Click “Add a List” to add a new list.

B. **Search** for a list (useful if there are many lists)

C. Actions to edit lists:

- **Order:** View the products within the list and quickly add them to your cart
- **Settings:** Edit the List name and ‘private’ or ‘shared’ feature (if it is a list you have created)
- **Delete:** Delete the list

• *Note: Deleting a ‘shared’ list will delete it from all company user Favorites Lists.*

A screenshot of the 'My Favorites Lists' page. At the top right, there is a red circle 'A' next to an 'Add a List' button. Below it is a search bar with a red circle 'B' next to it. The search bar contains the text 'Search' and a dropdown menu set to 'All'. There are 'Search' and 'Clear' buttons below the search bar. To the right of the search bar, it says 'Results per page: 50'. Below the search bar, it says 'Showing 1 - 10 of 10 results'. There is a table with three columns: 'List Name', 'Product Qty', and 'Actions'. The first row is 'My Favorite Products' with a product quantity of 0 and actions 'Order | Settings | Delete'. The second row is 'HEAVY DUTY MOTOR OIL' with a product quantity of 1 and actions 'Order | Delete'. A red circle 'C' is next to the 'Actions' column header. A large blue arrow is on the right side of the page.