

SHOPPING LISTS MADE EASY

A STEP-BY-STEP GUIDE

FOR BUILDING & MANAGING LISTS



WHY SHOPPING LISTS?

Saving Items: With shopping lists you can group items you purchase according to how you shop. Save an entire shopping cart for future purchases – including quantities to purchase and preferred units of measure.

Purchasing Items: You can also personalize how you purchase the items in a shopping list. Purchase an entire list for fast checkout, or only a subset of items you need on hand.

This guide walks through various situations, with instructions for the way you want to use shopping lists.



STEP 1: FIND YOUR PRODUCTS

Locate a product anywhere on the website (make sure you are logged in first). Click the link "add to my shopping lists" under the product you would like to add to a list.



add to my shopping lists




STEP 2: CHOOSE PRODUCT OPTIONS

Upon clicking “add to shopping list” the following window will open in your browser. Options 1 through 4 will be explained in the next slide.

Add KCUP-GMDM To My Lists ×

Green Mountain Dark Magic K-Cup



1 Add to existing list:
My Shopping List ▼

Create a new list for KCUP-GMDM

2 List Name:

Please use below dropdowns if you want to set a default purchasing quantity or unit of measure.

3 Default Quantity ▼ Default Unit of measure ▼ **4**

Close Add To List



PRODUCT OPTIONS EXPLAINED

Step 1: You can store the product in an existing shopping list. All of the lists you have created will appear in the drop-down box.

Step 2: You can store this item in a new list that you name here.

Step 3: Select a default quantity you would like to purchase the product in.

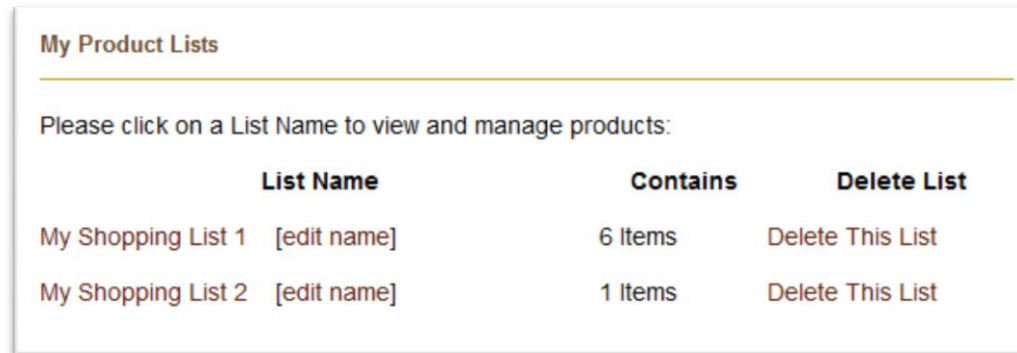
Step 4: Select a default unit of measure you would like to purchase the product in.

Note: You do not have to set any default values in steps 3 and 4. Simply leave the fields blank to add the product to a list without any preferences.



STEP 3: VIEW YOUR LISTS

From ONLINE ORDERING in the top menu, select “My Shopping Lists” to view your lists.



The screenshot shows a web interface titled "My Product Lists". Below the title is a horizontal line and a prompt: "Please click on a List Name to view and manage products:". Below this is a table with three columns: "List Name", "Contains", and "Delete List". The table contains two rows of data.

List Name	Contains	Delete List
My Shopping List 1 [edit name]	6 Items	Delete This List
My Shopping List 2 [edit name]	1 Items	Delete This List

You will be brought to an overview page that will display a summary of the lists you have created. You can edit the name of a list or delete it from this page. To view the products contained in a shopping list, simply click on the list name.

STEP 3: VIEW YOUR LISTS

Your shopping list will look something like this:

My Product Lists: Viewing » My Shopping List 1

6 items in My Shopping List 1

ADD ALL PRODUCTS
TO MY CART

CLEAR DEFAULT
SHOPPING VALUES

USE MY DEFAULT
SHOPPING VALUES



Green Mountain French Roast K-Cup

25 per Box - \$13.99

1 Add to Cart

remove from My Shopping List 1

Edit default purchasing values



Starbucks Sumatra Whole Bean Coffee

12-1-LB Bags - \$198.00

2 Add to Cart

remove from My Shopping List 1

Edit default purchasing values



7-inch Plastic Stirrers

10 Box per Case - \$29.50

1 Add to Cart

remove from My Shopping List 1

Edit default purchasing values



Green Mountain rew K-Cup

22 per Box - \$13.99

3 Add to Cart

remove from My Shopping List 1

Edit default purchasing values



Green Mtn. Newman's Special Blend K-Cup

25 per Box - \$13.99

2 Add to Cart

remove from My Shopping List 1

Edit default purchasing values



Green Mountain Half Caff K-Cup

25 Per Box - \$13.99

4 Add to Cart

remove from My Shopping List 1

Edit default purchasing values

Notice that each product appears with a default purchasing quantity and unit of measure already pre-selected for quick checkout.



STEP 4: MANAGING YOUR LISTS

Let's take a closer look at how to manage this list:

My Product Lists: Viewing » My Shopping List 1

6 items in My Shopping List 1

ADD ALL PRODUCTS TO MY CART CLEAR DEFAULT SHOPPING VALUES USE MY DEFAULT SHOPPING VALUES

 Green Mountain French Roast K-Cup 25 per Box - \$13.99 1 Add to Cart remove from My Shopping List 1 Edit default purchasing values	 Starbucks Sumatra Whole Bean Coffee 12-1-LB Bags - \$198.00 2 Add to Cart remove from My Shopping List 1 Edit default purchasing values	 7-inch Plastic Stirrers 10 Box per Case - \$29.50 1 Add to Cart remove from My Shopping List 1 Edit default purchasing values
 Green Mountain rew K-Cup 22 per Box - \$13.99 3 Add to Cart remove from My Shopping List 1 Edit default purchasing values	 Green Mtn. Newman's Special Blend K-Cup 25 per Box - \$13.99 2 Add to Cart remove from My Shopping List 1 Edit default purchasing values	 Green Mountain Half Caff K-Cup 25 Per Box - \$13.99 4 Add to Cart remove from My Shopping List 1 Edit default purchasing values

From this page you can:

1. **Edit** default values for each individual product.
2. **Add** all products to your shopping cart with or without default values.
3. **Remove** an item from your shopping list.

We will look at each of these options in detail.



EDITING DEFAULT PURCHASING VALUES



7-inch Plastic Stirrers

10 Box per Case - \$29.50

1 Add to Cart

remove from My Shopping List 1

Edit default purchasing values

Edit default values

Please use below dropdowns to set a default purchasing quantity or unit of measure.

Default Quantity	Default Unit of measure
2	10 Box per Case - \$29.50
	10 Box per Case - \$29.50
	1000 per Box - \$2.95

Cancel Save



If you want to change the default quantity and unit of measure that you purchase a product in, simply click the link, "[Edit default purchasing values](#)" under each product.

The above window will appear and allow you to modify and save the values you wish to purchase in.

REMOVE AN ITEM FROM A LIST



If you want to remove an item from your shopping list, simply click the link, “**Remove from my LISTNAME**” under each product.

The page will reload your shopping list, and item will no longer appear.

PURCHASING SHOPPING LISTS

The following buttons are available across the top of every shopping list:

**ADD ALL PRODUCTS
TO MY CART**

"ADD ALL PRODUCTS TO MY CART" does just that. This option will add the entire shopping list to your cart.

Each item will be added according to the quantity and unit of measure selected or pre-loaded on the page.

If you have not selected a default purchasing quantity, please note the item will not be added to the cart. You must manually change the quantity from zero to the desired quantity.

**CLEAR DEFAULT
SHOPPING VALUES**

"CLEAR DEFAULT SHOPPING VALUES" resets all product quantities to zero and all units of measure to the smallest purchasing unit.

Use this option if you do not want to purchase your entire shopping list.

Clearing default values allows you to just select those items on the list you wish to purchase at this time.

**USE MY DEFAULT
SHOPPING VALUES**

"USE MY DEFAULT SHOPPING VALUES" restores all product quantities and units of measure to those you defined and saved.

You can use this option if you have accidentally cleared or changed the values and want to return to your original list.



CREATE A SHOPPING LIST – QUICK LIST METHOD

Filterfresh Online Shopping Cart

You are currently placing this order for:

Make This Shopping Cart A
Shopping List For Future Use



Items	Price	Qty	Total	X
STXS7 7-inch Plastic Stirrers (10 Box per Case)	\$5.00	1	\$5.00	remove
KCUP-GMFR Green Mountain French Roast K-Cup (25 per Box)	\$5.00	1	\$5.00	remove
KCUP-GMHC Green Mountain Half Caff K-Cup (25 Per Box)	\$5.00	4	\$20.00	remove
KCUP-GMREV Green Mountain revv K-Cup (22 per Box)	\$5.00	3	\$15.00	remove
KCUP-GMNSBB Green Mtn Newman's Special Blend K-Cup (25 per Box)	\$5.00	2	\$10.00	remove
SBSUMWB Starbucks Sumatra Whole Bean Coffee (12-1-LB Bags)	\$5.00	2	\$10.00	remove

Order Summary

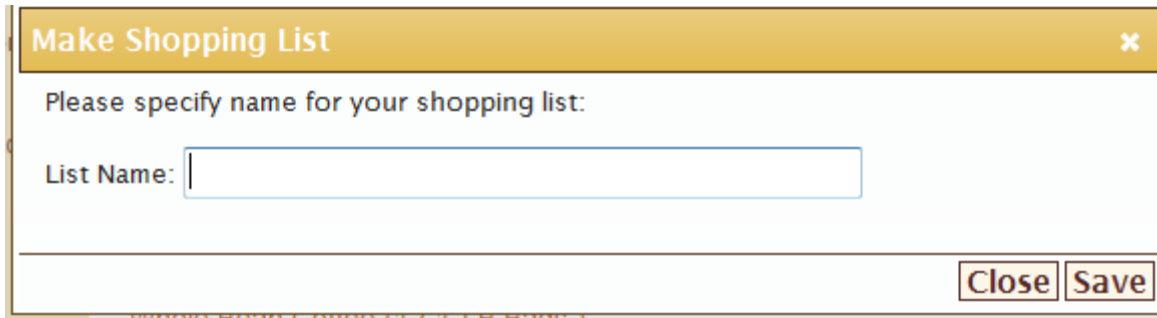
Items in Cart: \$65.00
Shipping: TBD
Tax: TBD
Order Total: \$65.00

If you want to build a shopping list quickly, you can use the current contents of your shopping cart. Click the button "Make this shopping cart a list for future use" at the top of the cart.

Each item will be added to a new shopping list. The current quantity of unit of measure in the cart will become the default quantities for the new shopping list.



CREATE A SHOPPING LIST – QUICK METHOD



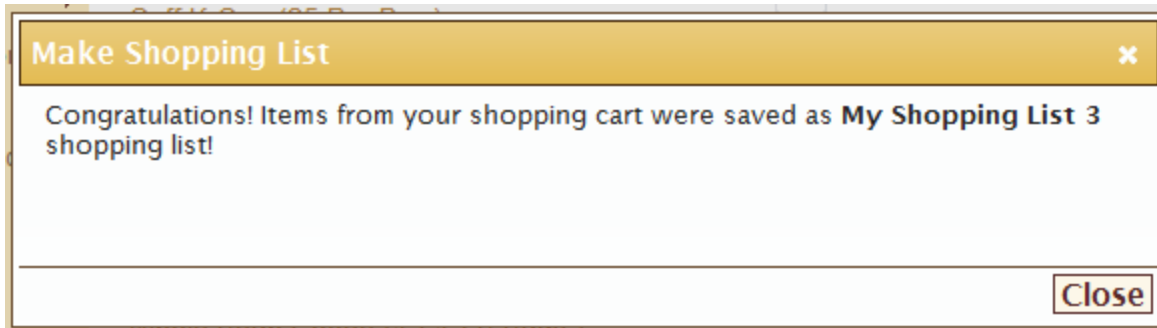
Make Shopping List

Please specify name for your shopping list:

List Name:

Close Save

You will be asked to name this new list and save it. Upon success, you should see the window below:



Make Shopping List

Congratulations! Items from your shopping cart were saved as **My Shopping List 3** shopping list!

Close

A FINAL NOTE

We hope that shopping lists help make your online experience just a little simpler and quicker.

You're done! Close this presentation, or click the **Home** button to return to the beginning.

[Try it now at FilterfreshOnline.com!](http://FilterfreshOnline.com)

