

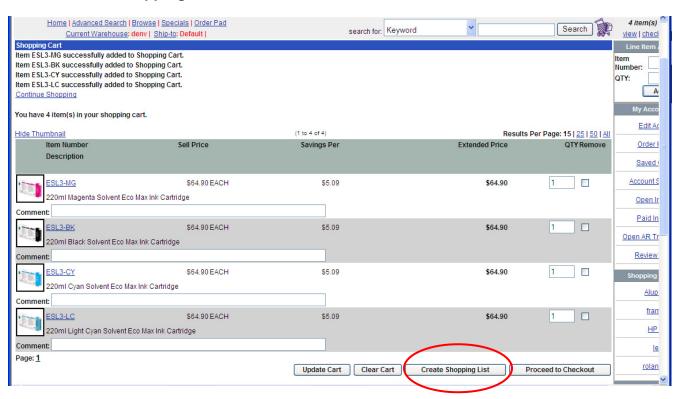


## Denco Sales eStore Tips & Tricks

## **Creating Shopping Lists**

**Creating Shopping Lists** - Creating a shopping list will save time when ordering items you purchase most often. There are several ways to create a shopping list: from **Order History**; from the **Shopping Cart**; from the **Item Detail** screen.

Since **Order History** is a list of items you have purchased over the last 8 months, this is the easiest way to create a shopping list. Go to **Order History** and create an order/shopping cart of like items. In the shopping cart click the **Create Shopping List** button.



You may name and add a description to your cart then click create. Your cart will then appear in the My Account bar on the right side of the page.



## Adding to Shopping Lists

To add additional items to an existing shopping list, browse to the item you wish to add. Click into the item; this takes you to the **Item Detail** page. Choose the drop down **--Add to Existing/New Shopping List-**Select the Shopping List you wish the item to be added to.

