

## CREATING & USING FAVORITES LISTS

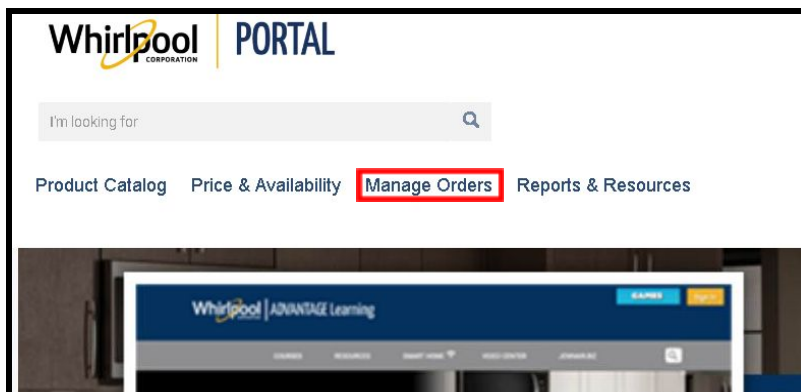
### Purpose

Use this Quick Reference Guide to view the steps for creating and using Favorites lists.

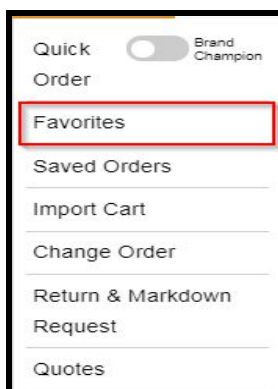
- There are several ways Favorites lists can be created:
  - By selecting Favorites under the Manage Orders dropdown menu
  - Or by selecting Add to Favorites from a Product Detail Page, Check Price & Availability page, or Checkout page
- Favorites lists differ from Saved Orders.
  - Saved orders include delivery method and address information
  - Favorites lists do not include delivery information
  - Price & Availability checks can be done from Favorites lists, but not Saved Orders
- Price & availability checks can be done directly from a Favorites list.
- Items can also be added to the Cart directly from a Favorites list.

### Steps to Create a NEW Favorites List

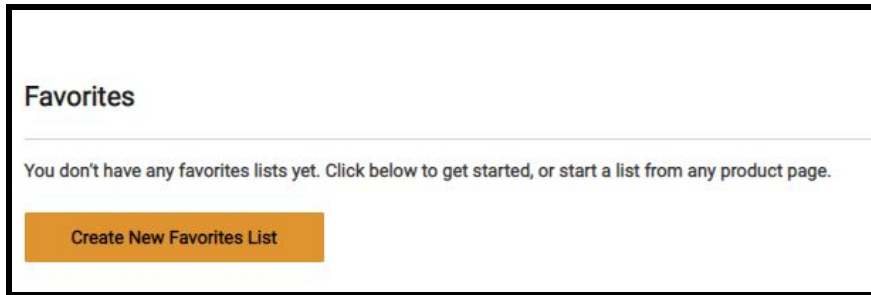
1. Start on the Whirlpool Portal **Home** page. Click **Manage Orders**.



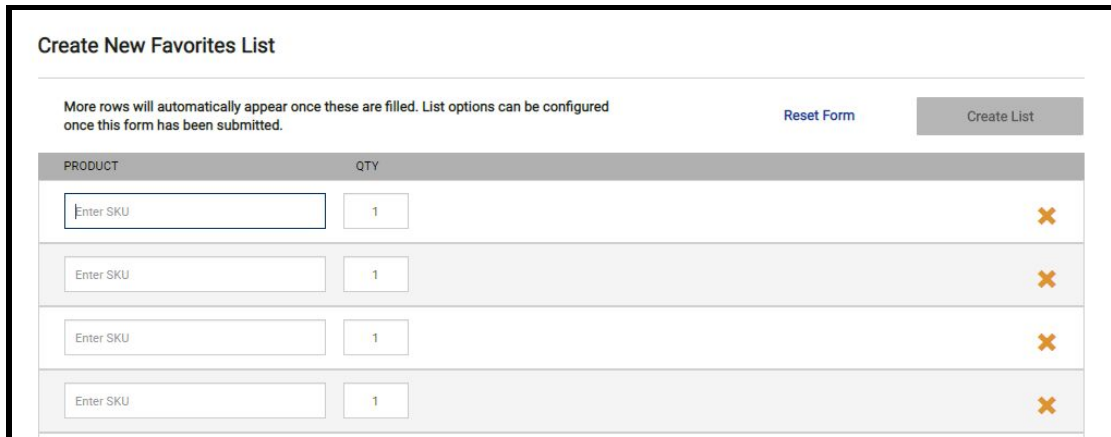
2. Select **Favorites**.



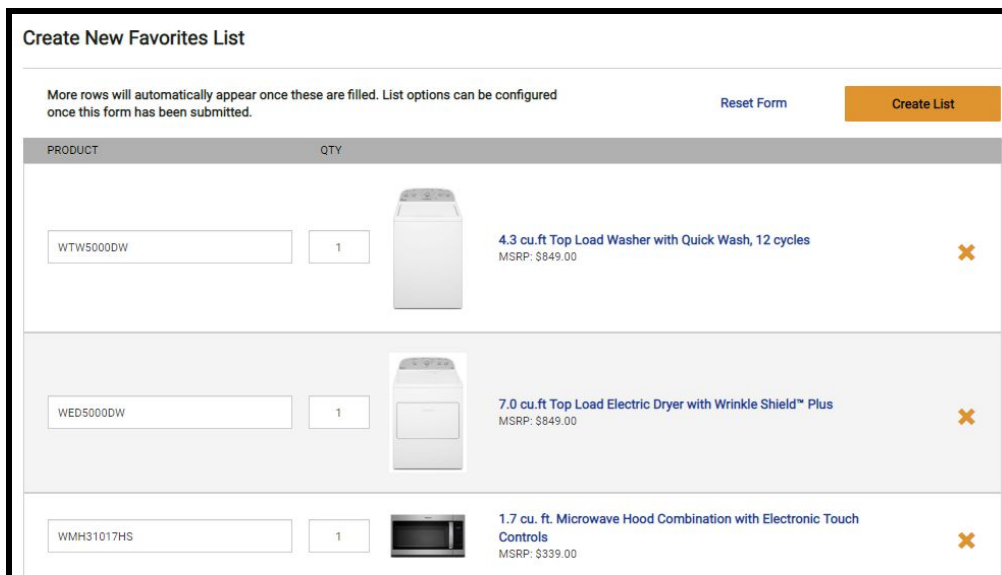
- Click on the **Create New Favorites List** button.



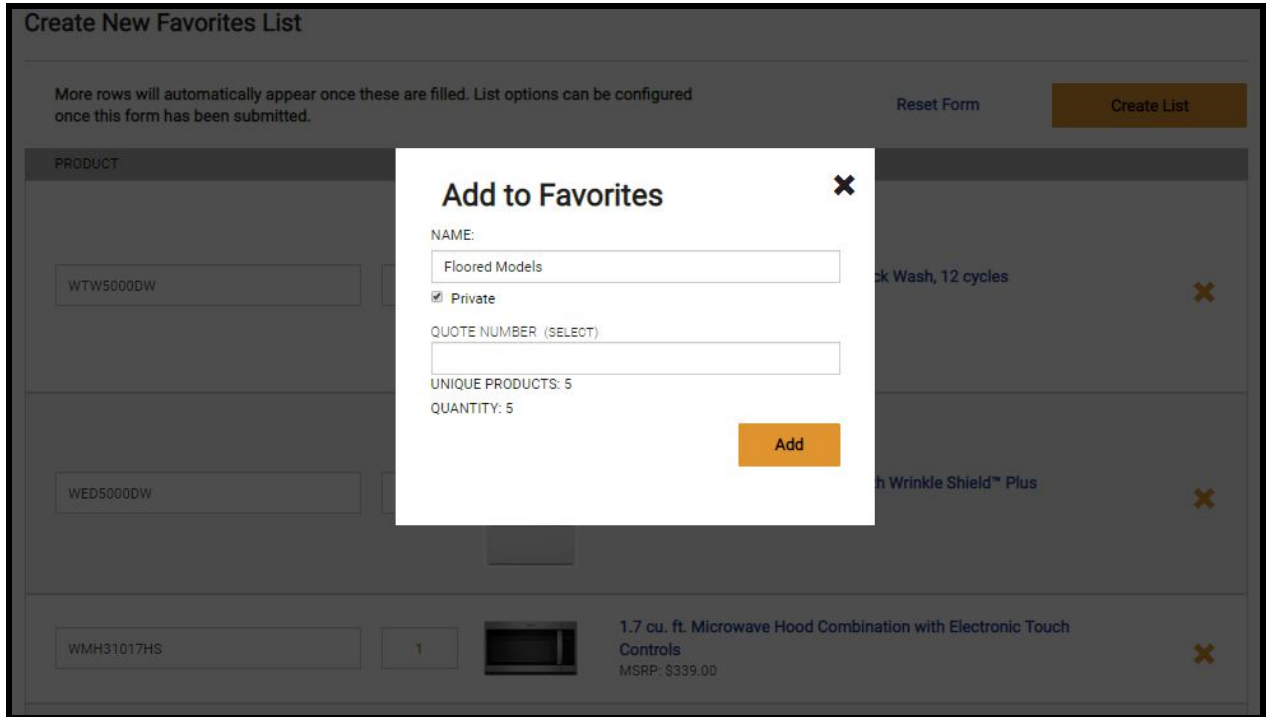
- Enter the **model numbers** for the items you want on the Favorites list. Hit **Enter** to add the item to the list.
  - Additional lines will be added to the form as you enter the model numbers.



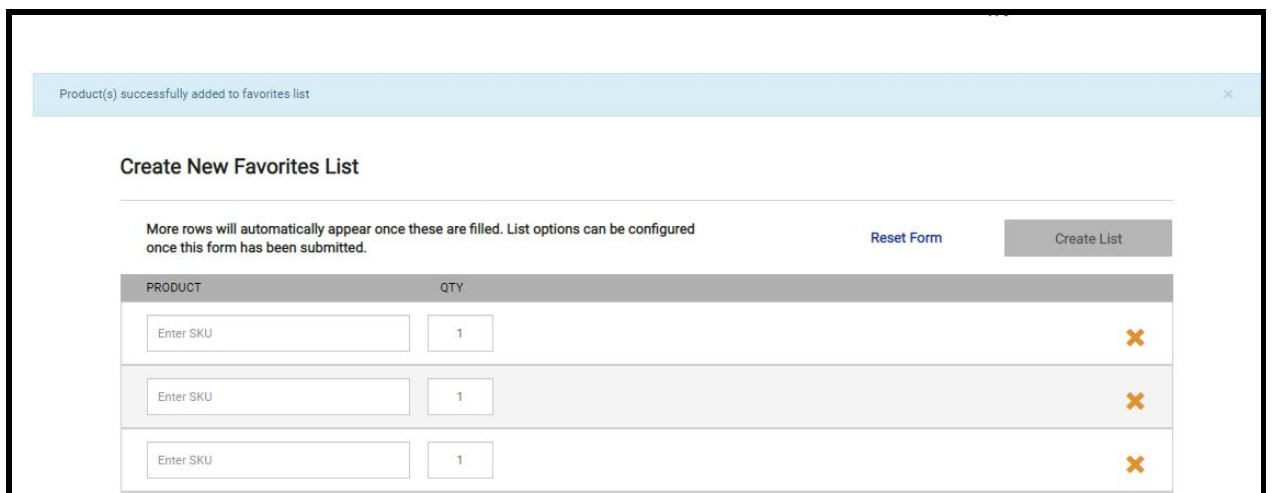
- Select **Create List** after entering desired model numbers.



6. **Enter a name** for the Favorites list and select whether the list is Private (only visible to you) or not (visible to users with access to the account).
  - A quote number can also be entered to tie to the Favorites list.

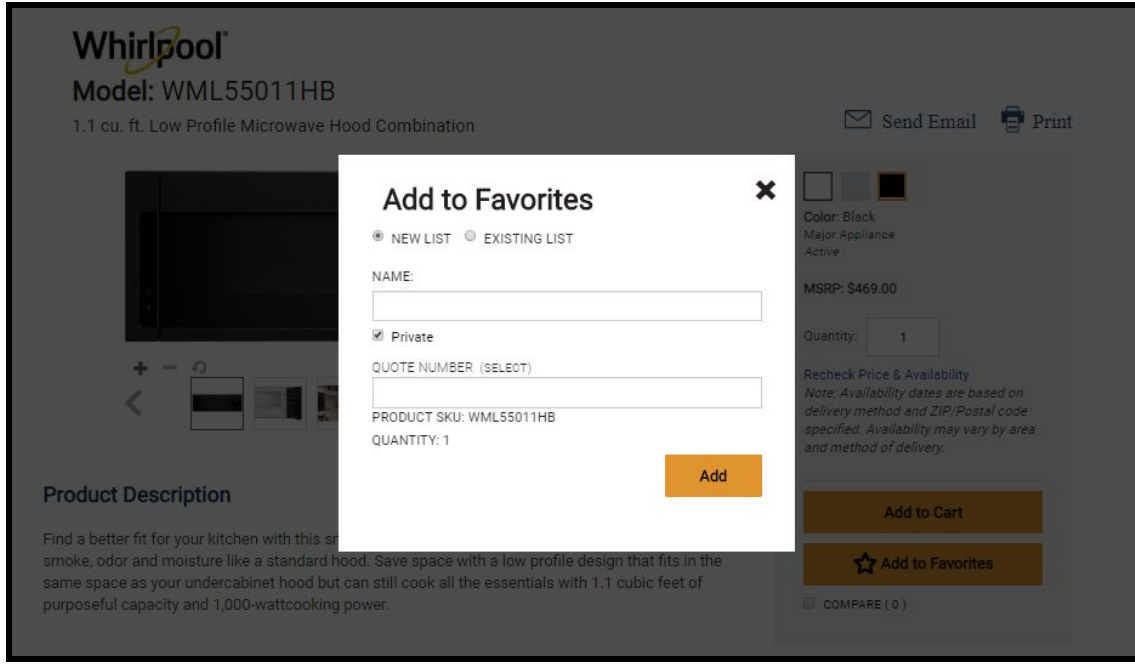


7. Click **Add**. A confirmation message will then appear toward the top of the page.

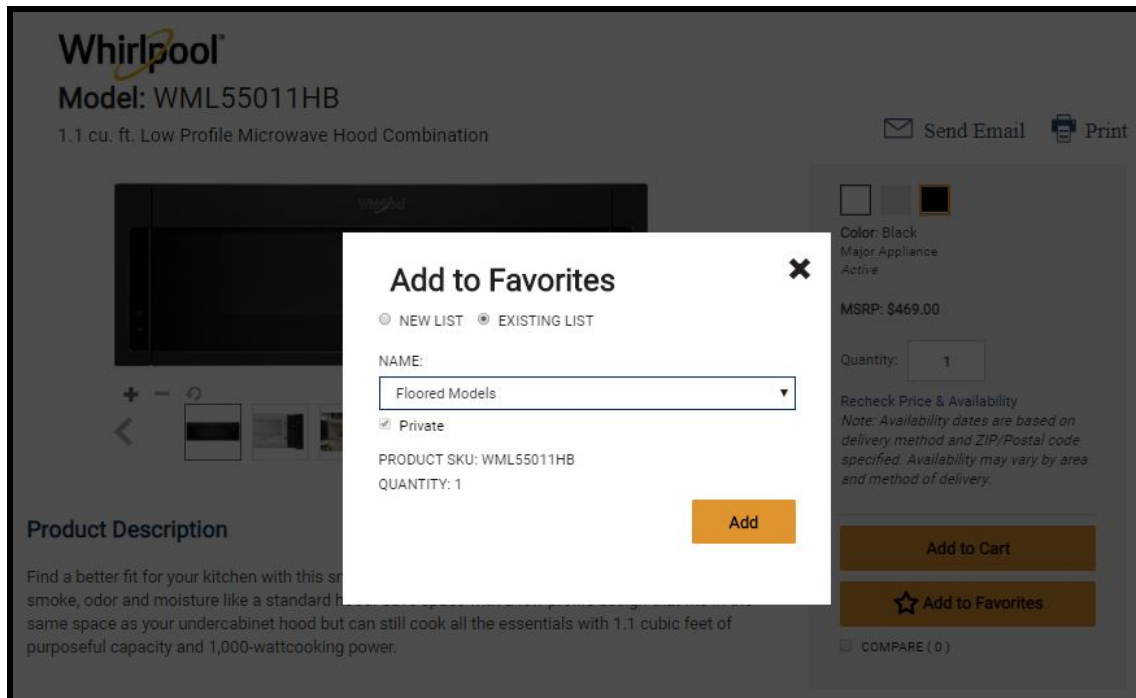


## Adding Items to an Existing Favorites List

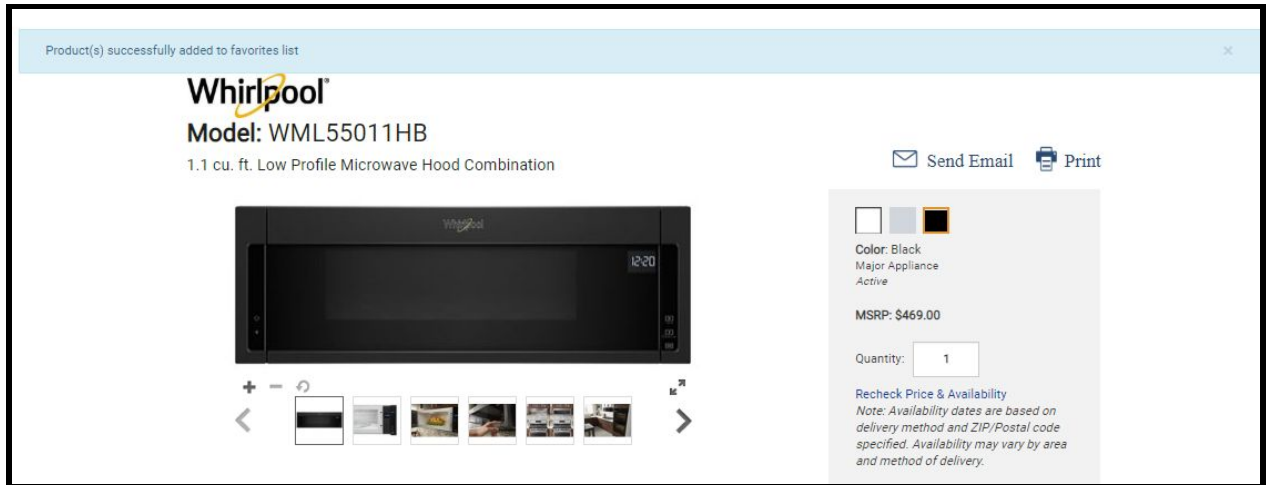
1. From the Product Detail Page, Check Price & Availability Page, or Checkout Page, select **Add to Favorites** for desired model(s).



2. Select **Existing List** and choose desired list from the dropdown menu.

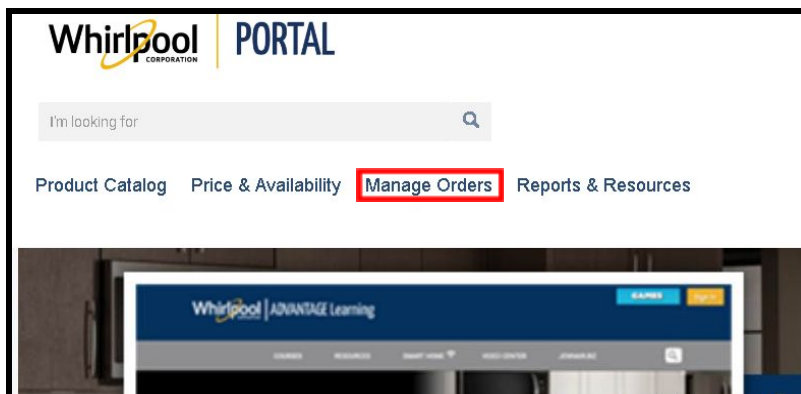


3. Click **Add**. A confirmation message will then appear toward the top of the page.

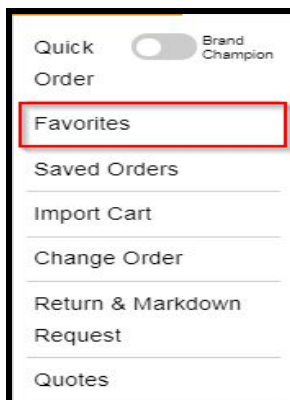


## Checking Price & Availability from a Favorites List

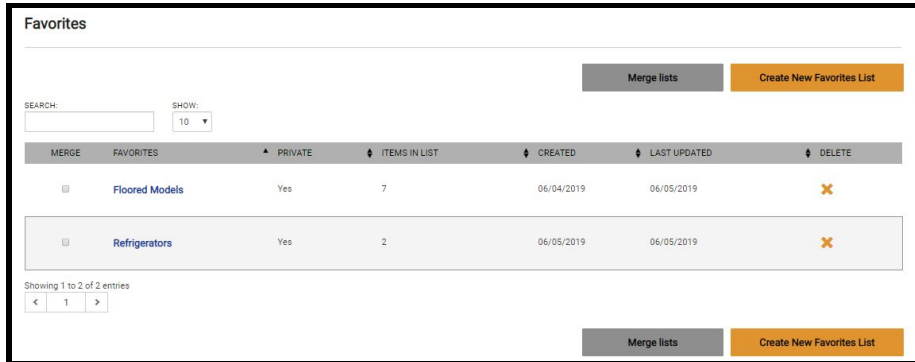
1. Start on the Whirlpool Portal **Home** page. Click **Manage Orders**.



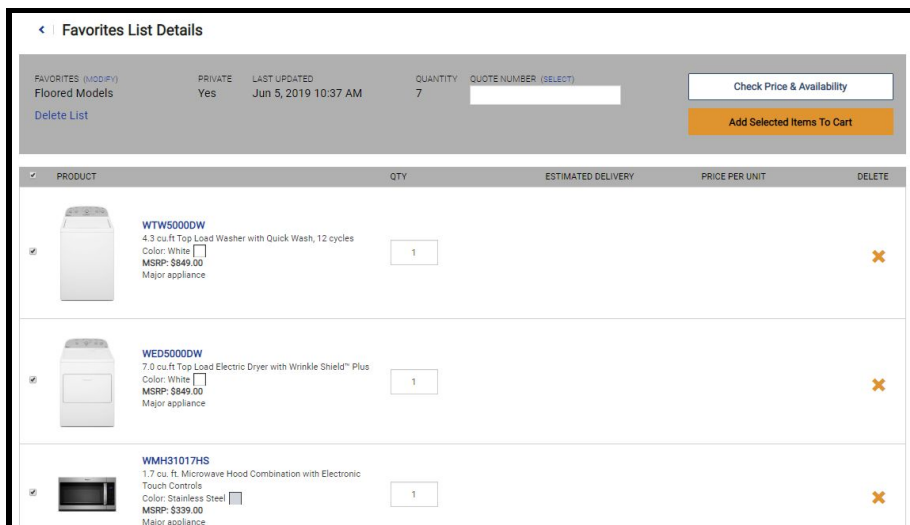
2. Select **Favorites**.



3. Select the Favorites list that you'd like to view by clicking on the list's name.



4. Then click **Check Price & Availability**.



5. The **Price** and **Estimated Delivery** date will then display for all items on the list.

