

*ECinteractive[®] &
is.D-Force2[®]*

Administrative Site:

Favorites Items Management



About Favorites Items Management

This new enhancement helps you better manage your user favorites lists as well as administrative favorites lists. Using the Favorites Items Management page, you can:

- Change one item to another on all favorites lists.
- Delete items from all favorites lists.
- Manually enter items or import them using a file.

Setting Site Preferences

Two new options in the Site Preferences page let you specify information to display to the shopper on the front end site. You can specify the text to display for deleted favorites items, as well as how many days a changed favorites item reference appears.

You can also click Global Settings and select Site Preferences.

Deleted favorite list items are removed from a deleted list after 120 days.


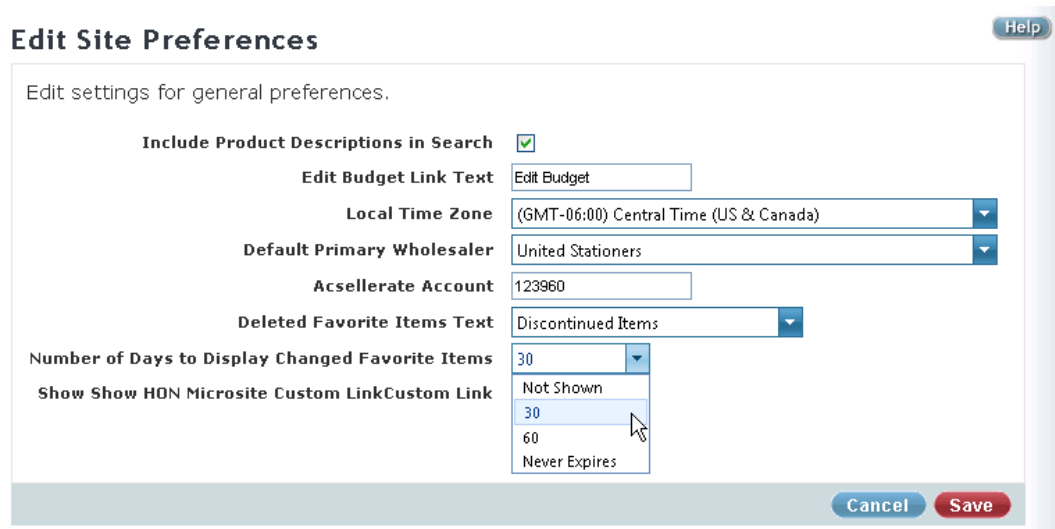
- 1 On the Administrative Web page, click the Site Config training toolbar and choose Site Preferences. The Site Preferences page opens.
- 2 In the General Preferences section, click .
- 3 Click the Deleted Favorite Items Text box and enter the text to display for deleted items on the front end site. The system defaults to display the text Discontinued Items.
- 4 Click the down arrow in the Number of Days to Display Changed Favorite Items box and select how many days a changed favorites item reference is displayed on the shopper's site. You can choose Not Shown, 30, 60, or Never Expires. See Figure 1.
- 5 Click Save.

Figure 1: Setting Site Preferences



Edit settings for general preferences.

Include Product Descriptions in Search	<input checked="" type="checkbox"/>
Edit Budget Link Text	<input type="text" value="Edit Budget"/>
Local Time Zone	<input type="text" value="(GMT-06:00) Central Time (US & Canada)"/>
Default Primary Wholesaler	<input type="text" value="United Stationers"/>
Acsellerate Account	<input type="text" value="123960"/>
Deleted Favorite Items Text	<input type="text" value="Discontinued Items"/>
Number of Days to Display Changed Favorite Items	<input type="text" value="30"/>
Show Show HON Microsite Custom LinkCustom Link	<input type="text" value="Not Shown"/>

30
Not Shown
60
Never Expires

Cancel Save

Managing Favorites Items

The Favorites Items Management page lets you select the site for which to change or delete items on an existing favorites list. You can also use the Import from File feature to update multiple items at once.


You can also click Global Settings and select Favorites Items Management.

- 1 On the Administrative Web page, click the Consumer Config training toolbar and select Favorite Item Mgmt.
- 2 If you only have one site, the Favorites Items Management page automatically opens. **Go to Step 4.**

If you have more than one site, you can select the sites to change or click Select All Sites.

Only Favorites for the sites selected can be changed.

- 3 Click Next. The Favorites Items Management page opens, displaying the number of sites selected. See Figure 2.

Note: If only one site is selected, you can change the Deleted Favorites Items Text and Number of Days to Display boxes by clicking . If more than one site is selected, these options are not available.

You can also click the Favorites Assignment link to open the Assigned Favorites List page.

- 4 You can now change one item for another or you can delete an item from a favorites list. You can also import your items from a file to change or delete multiple items at once. See the appropriate headings.

Figure 2: The Favorites Items Management Page

[Help](#)

[Favorites Assignment](#)

Favorites Items Management

1 Site Selected


Select list items to change and/or delete.

Select a list item from the drop down menu below. Enter the new sku information for your list item or leave the text boxes empty to delete an item. You may also use the Import from File feature to update multiple list items.

Current SKU:

New SKU:

[Update List Item](#)

 Deleted favorite items text: Discontinued Items

Number of days to display changed favorite items text: 30

Selected Items

[Import from File](#) [Refresh Items](#) [Clear Items](#)



	Current Company	Current Number	Action	New Company	New Number
	<input type="text"/> <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>

No records to display.

[Previous](#) [Cancel](#)

Changing One Item for Another

- 1 Click the Current SKU box and enter the number of the item to change on the favorites list. You can also click the down arrow and select the item. The Current SKU box limits to display only those items currently included on favorites lists for the sites selected.
- 2 Click the New SKU boxes and enter the company and number of the new item which is replacing the item shown in the Current SKU box.
- 3 Press Enter or click Update List Item. The item is added to the Selected Items list. Notice the Action column defaults to Change.
- 4 When all the items to be changed have been added to the list, go to the heading **Completing the Procedure**.

To remove an item from the list, click . To refresh the list, click .

Deleting an Item from a Favorites List

- 1 Click the Current SKU box and enter the number of the item to delete on the favorites list. You can also click the down arrow and select the item. The Current SKU box limits to display only those items currently included on favorites lists for the sites selected.
- 2 Leave the New SKU boxes blank.

Figure 3:
Importing Favorites Lists Items





[Help](#)

[Return to Favorites Items Management](#)









Select File View Import Results Finish

Review the results of your import in the grid below.



Some items could not be imported. Please note the line number along with the error, correct them and try again.

Source	Line Number	Error	Data
<input type="text" value=""/> 	<input type="text" value=""/> 	<input type="text" value=""/> 	<input type="text" value=""/> 
C:\ecInteractive\COPY of AddFavoritesItems.txt	1	Not a valid favorites items.	SRR,30002,D
C:\ecInteractive\COPY of AddFavoritesItems.txt	2	Not a valid favorites items.	FEL,0001,C,FEL,0003

3 items to upload


	Current Company	Current Number	Action	New Company	New Number
	<input type="text" value=""/> 	<input type="text" value=""/> 		<input type="text" value=""/> 	<input type="text" value=""/> 
	BIC	RN11BK	Delete		
	XER	3R2047	Change	XER	3R11540
	BIC	RN11RD	Change	BIC	RN11BK


Previous
Next

To remove an item from the list, click . To refresh the list, click .

- 3 Press Enter or click Update List Item. The item is added to the Selected Items list. Notice the Action column defaults to Delete.
- 4 When all the items to be deleted have been added to the list, go to the heading **Completing the Procedure**.

Importing Items from a File

- 1 Under the Selected Items heading, click  Import From File. A new page opens.
- 2 You can import a list of favorites items from one or more files of the same delimited format or you can manually mass enter the item numbers one at a time.
 - To use a delimited file, click the My File Has a Header Row check box to exclude column headers from being imported as a separate item record. Then, click the Import Items From File check box and enter the file to use or click Browse and scroll to the location on your hard drive where the file is stored. Select it and click Open. To add another file, click Add. Continue to add as many files as needed.
 - To manually enter item numbers, click the Manually Enter Items box. Enter the company prefix and item number followed by C to change or D to delete. If you select to change, enter the new company prefix and item number after the C. A sample file is shown below:

```
BIC,GSMG11RD,D  
AAG,7095005,C,AAG,7095005BE  
BIC,RN11BK,D  
BIC,RN11RD,C,BIC,RN11BK
```
- 3 Click Next. The item information opens, as shown in Figure 3. If all items could not be imported, they are listed on the page. To sort, click the column headers. To limit, enter the information in the box and choose the filter. Click  to delete an item from the list.
- 4 Click Next. When you're ready to import, click Finish. Go to the heading **Completing the Procedure**.

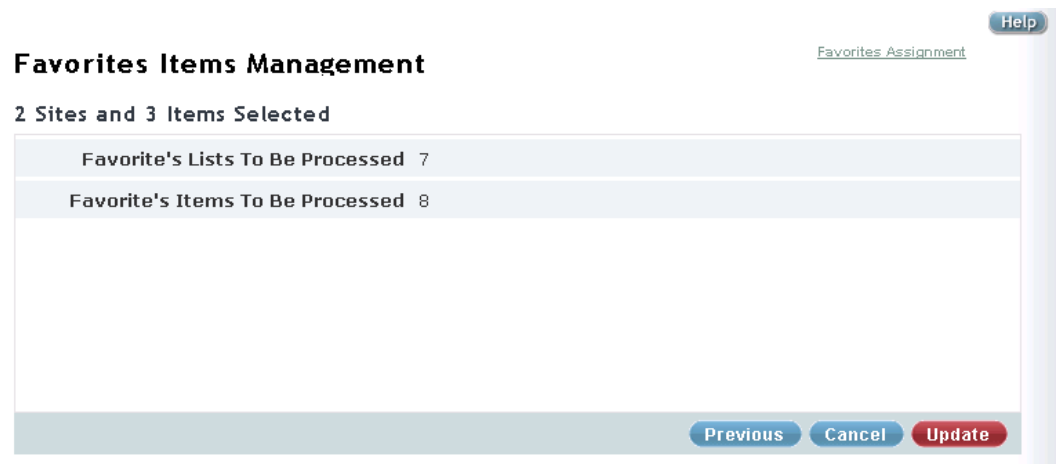
Completing the Procedure

- 1 When all the favorites items have been added to the Selected Items list, click Next.
- 2 The system displays the number of sites and the number of favorites items to be changed or deleted, as shown in Figure 4.
- 3 When ready, click Update.

The items are processed. When finished, the Updated X Items on Y Sites message appears. (The X and Y are replaced with the number of items and sites updated.)

- 4 Click Continue.

Figure 4:
Viewing the
Number of
Favorites Items
and Sites to be
Changed



Viewing Changed or Deleted Favorites Items on the Shopper's Site

If the Favorites List selected does not contain deleted items or if the Deleted Favorites Items Text box in Site Preferences is blank, the button does not appear.

When a favorites list has been changed or deleted, you can notify the shopper on the front end site. You do this by using the Deleted Favorites Items Text and Number of Days to Display boxes on the Site Preferences page. For details, see the previous heading **Setting Up Site Preferences**.

- Changed Favorites Items:** When a favorites list containing a changed item is selected, it appears with the new item number. However, the previous item number appears below within parenthesis and shaded in gray text. This previous item number is displayed for the number of days set in the Number of Days to Display Changed Favorite Items box in Site Preferences.
- Deleted Favorites Items:** When a favorites list containing a deleted item is selected, a new button displays on the page, as shown in Figure 5. This button contains the text you specified in the Deleted Favorites Items Text box in Site Preferences. The Discontinued Items text is the default. If the shopper clicks the button, a popup window opens, displaying the items that have been deleted, along with the item company and item number. Deleted favorite list items are removed from a deleted list after 120 days.

Shop from MyFavorites Lists

Help

Back Print Clear Selection View Cart

Discontinued Items

Add Selected Items to Cart Check Out

Show Products By Category

Date	Name	Comments
1/28/2011	Betty's Fava List	

Note: Changes you make to quantities and comments only affect this order. To keep these changes, please edit this list.

Page 1 of 1 0 Products selected Items per Page: 10

Select All	Item #	List Price	Your Price	Packaging	Quantity
<input type="checkbox"/>	BICCG11BK (BICCG11BE)	\$5.40	\$5.40/Dozen	12/Dozen	<input type="text"/>

Gel Pen, Medium Point, Nonrefillable,,8mm, Black Ink

Comments:

Add to Cart

Figure 5: The Discontinued Items Button and the Changed Favorites Item on the Shopper's Site