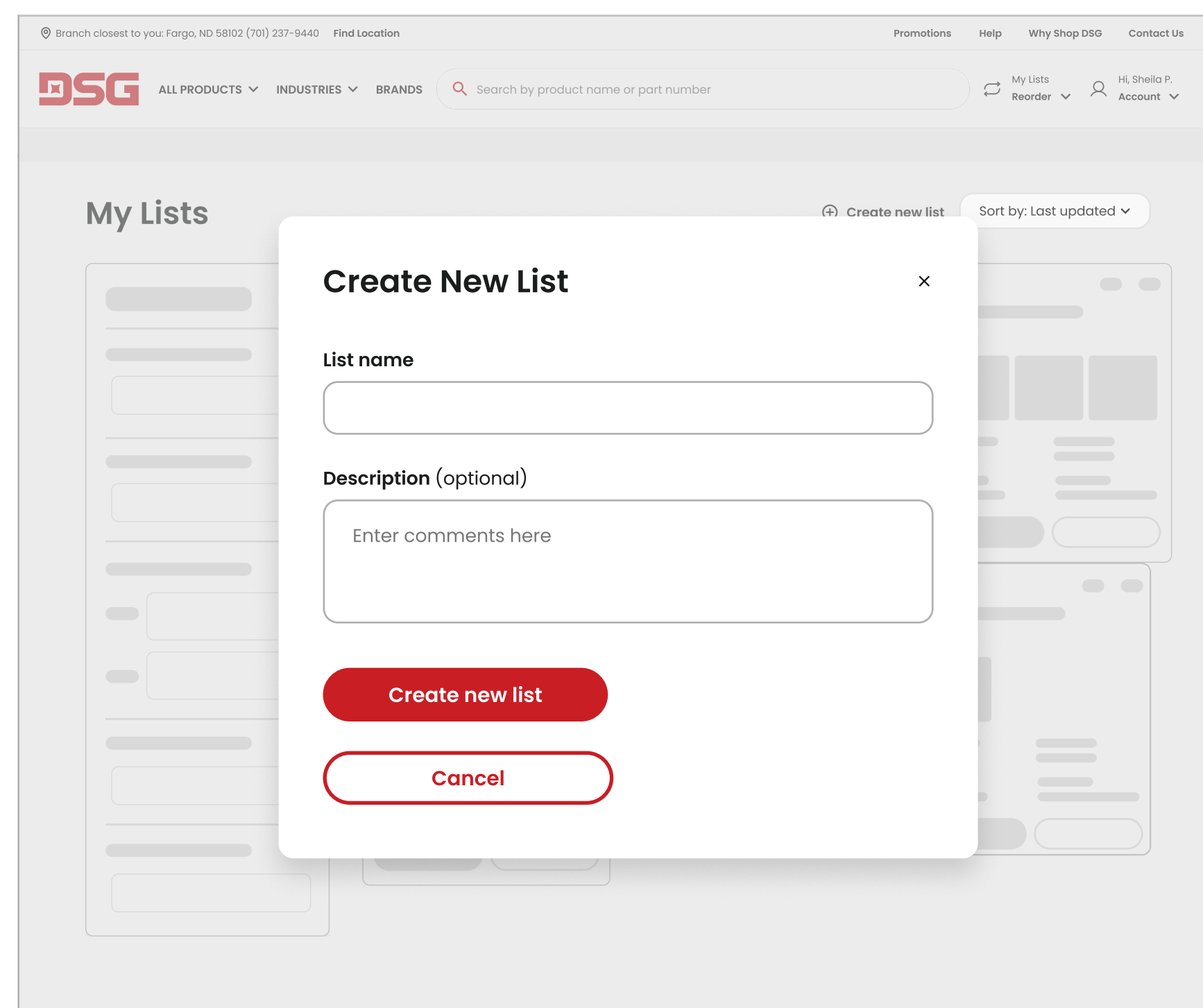
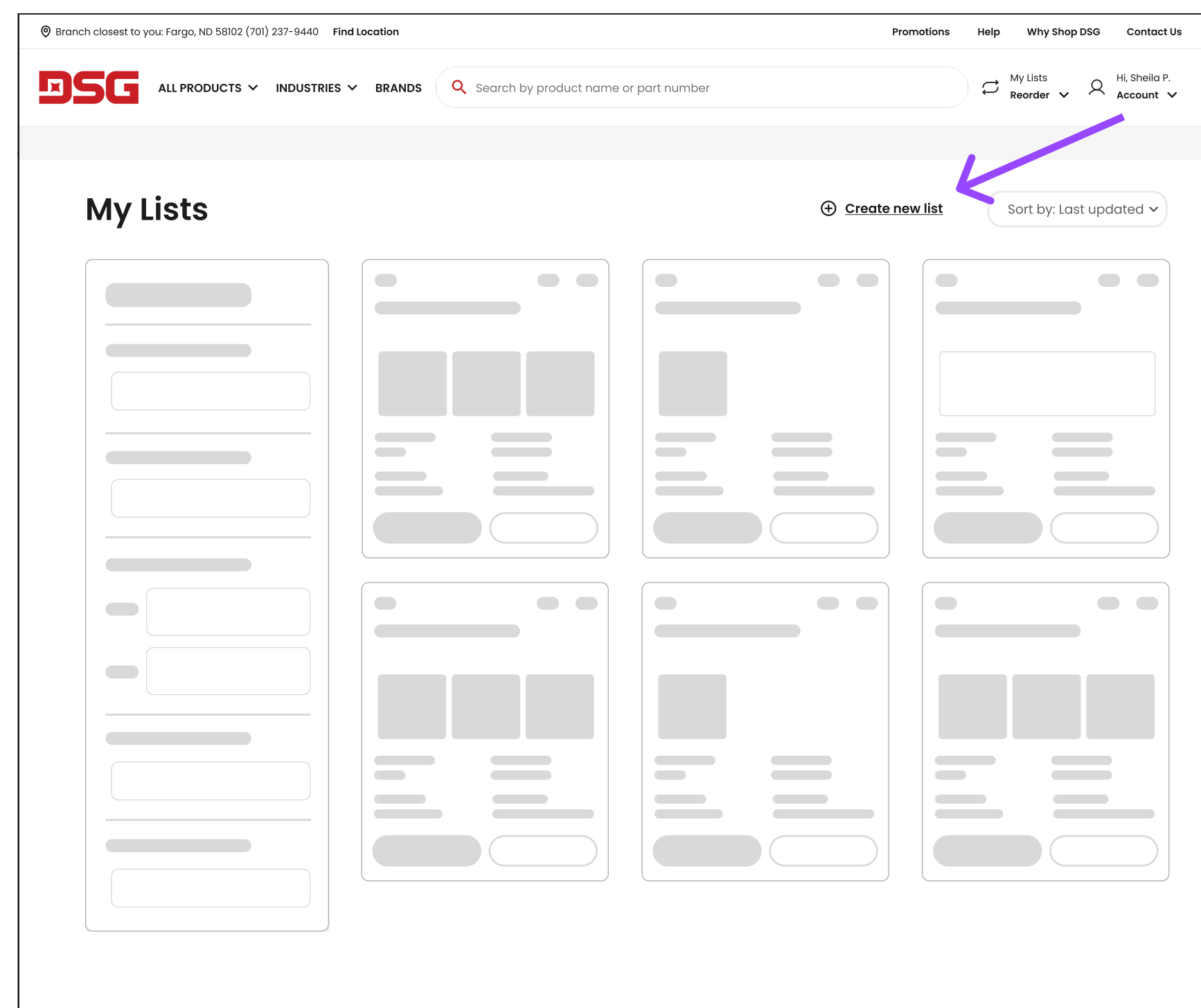




My Lists - Create a List

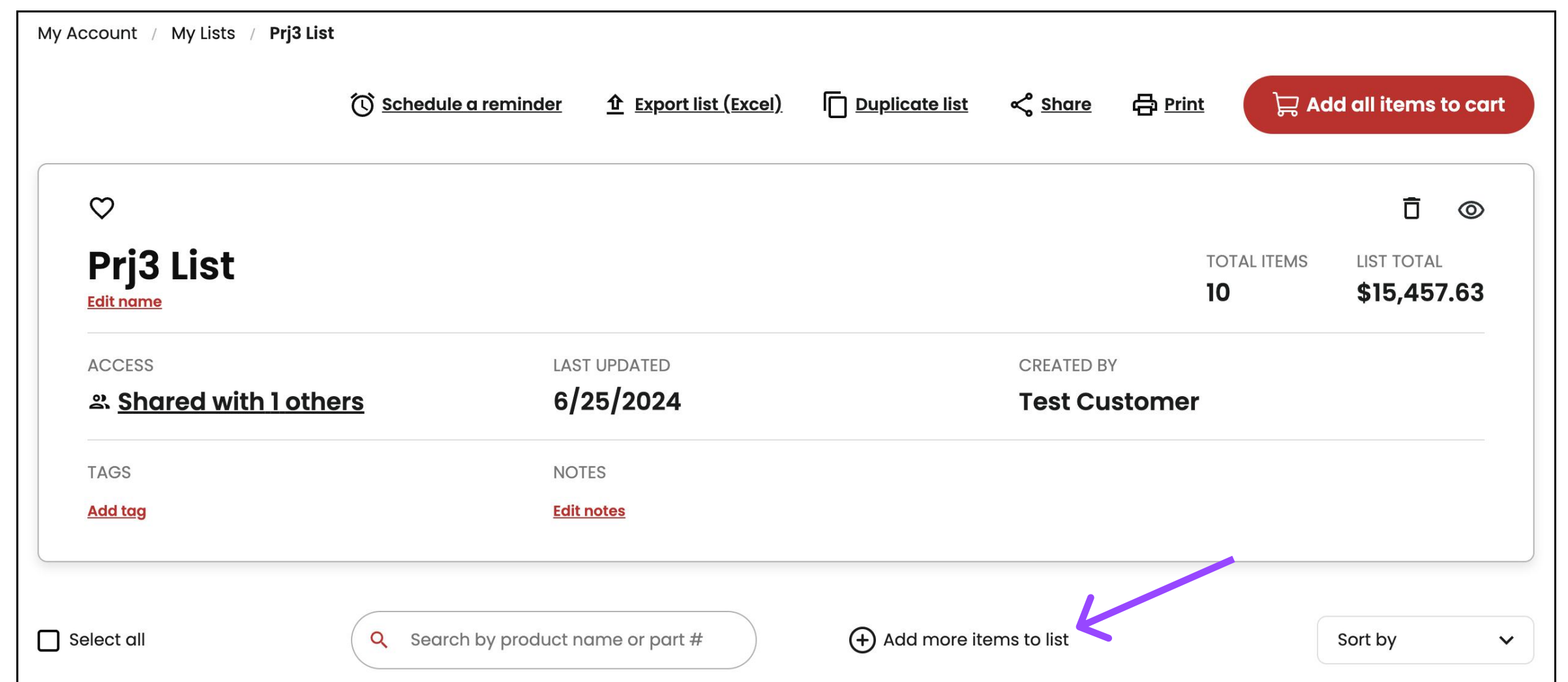
Creating a list is easy and a great way to keep track of multiple groups of products that you need for your jobs. Have your lists at your fingertips anytime you need them and easily update them. Add to your lists, share with others, tag your lists, export, print and more. Let's create a list!

1. Select "Create new list" in the upper right side.
2. Create your list name and optional list description in the module featured here.

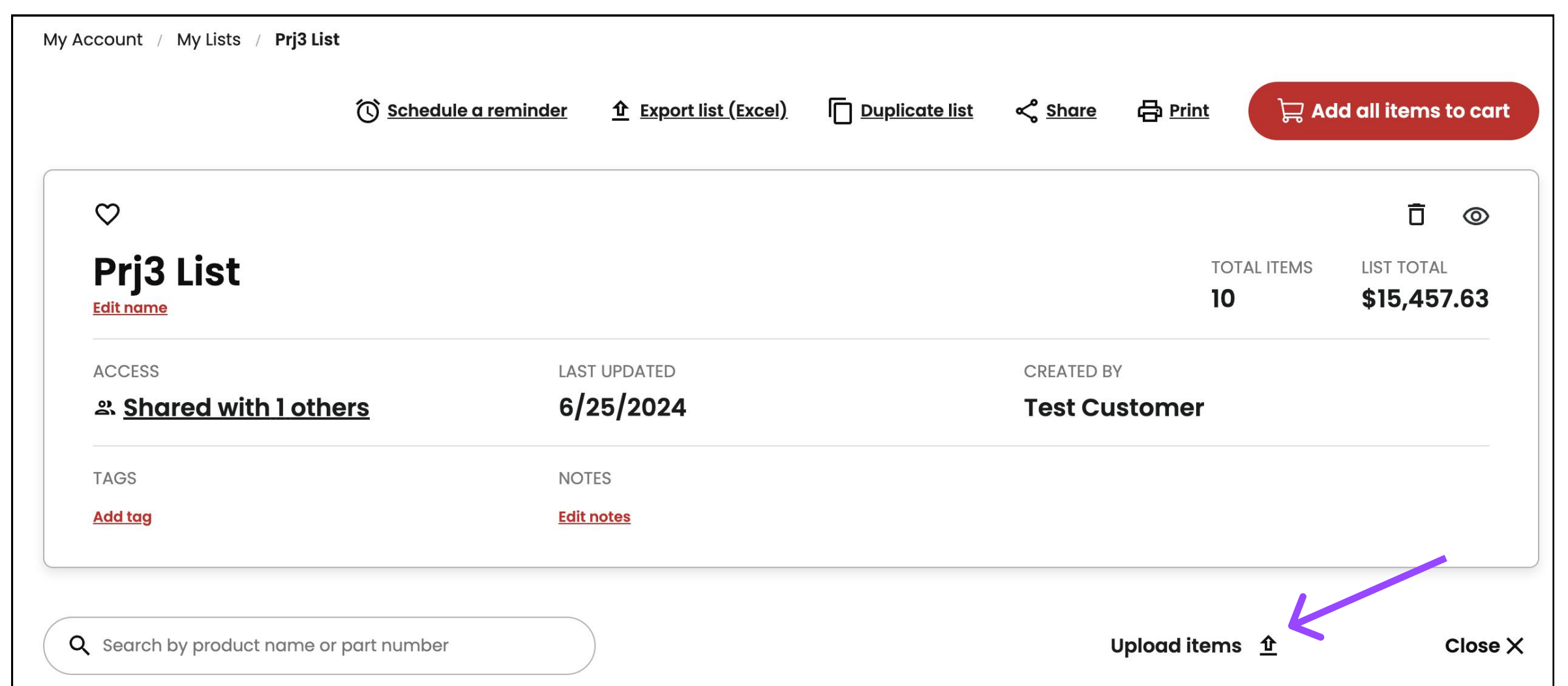


Upload Multiple Items to My List

1. Select the “Add more items to list” link at the bottom below your list details.



2. Then select the “Upload items” link at the bottom below your list details.



3. This module will pop up. You can download a template to create a spreadsheet to quickly add items to your list.

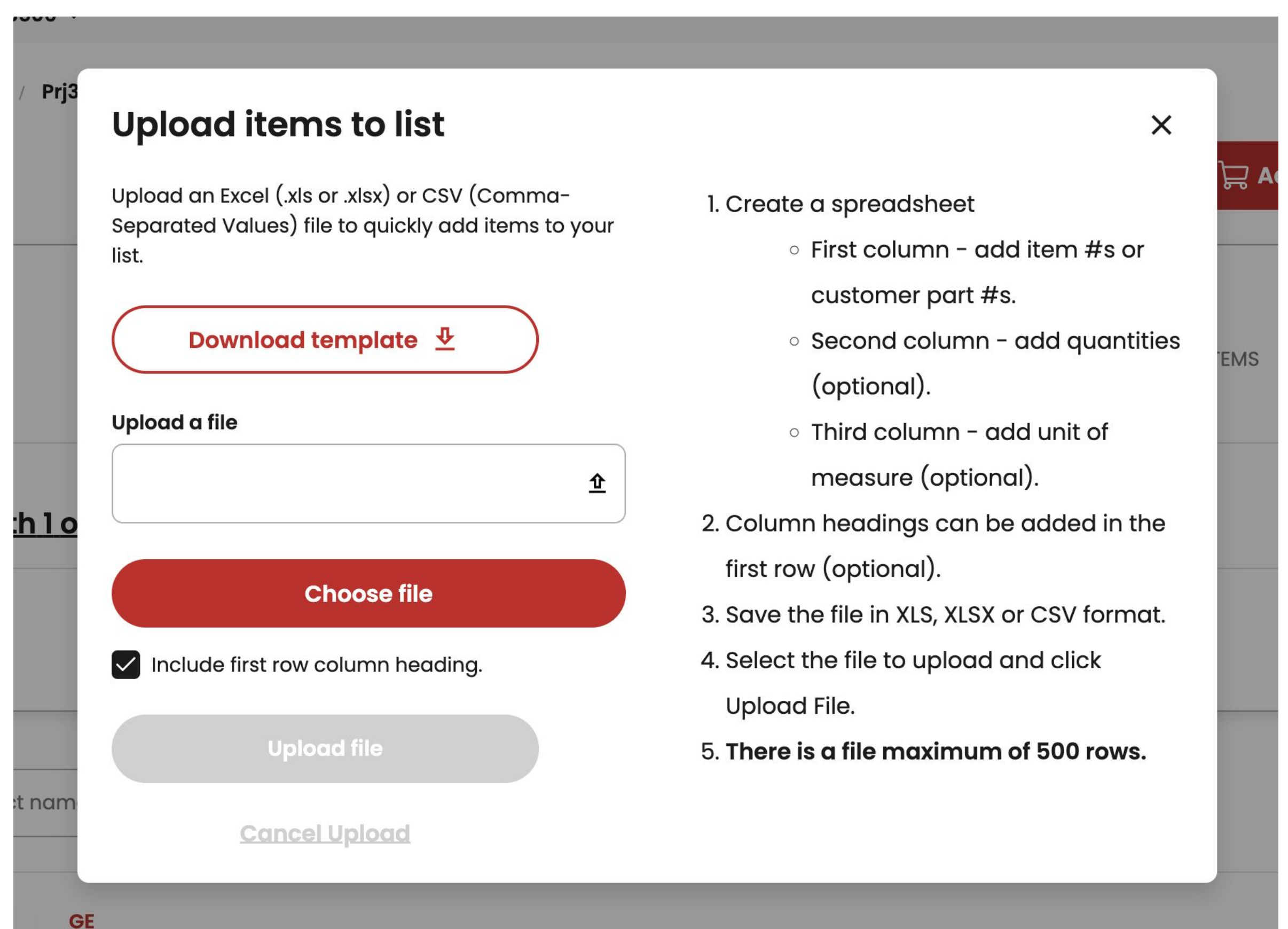
A. Create a spreadsheet

- First column - add item #s or customer part #s.
- Second column - add quantities (optional).
- Third column - add unit of measure (optional).

B. Column headings can be added in the first row (optional).

C. Save the file in XLS, XLSX or CSV format.

D. Select the file to upload and click Upload File.





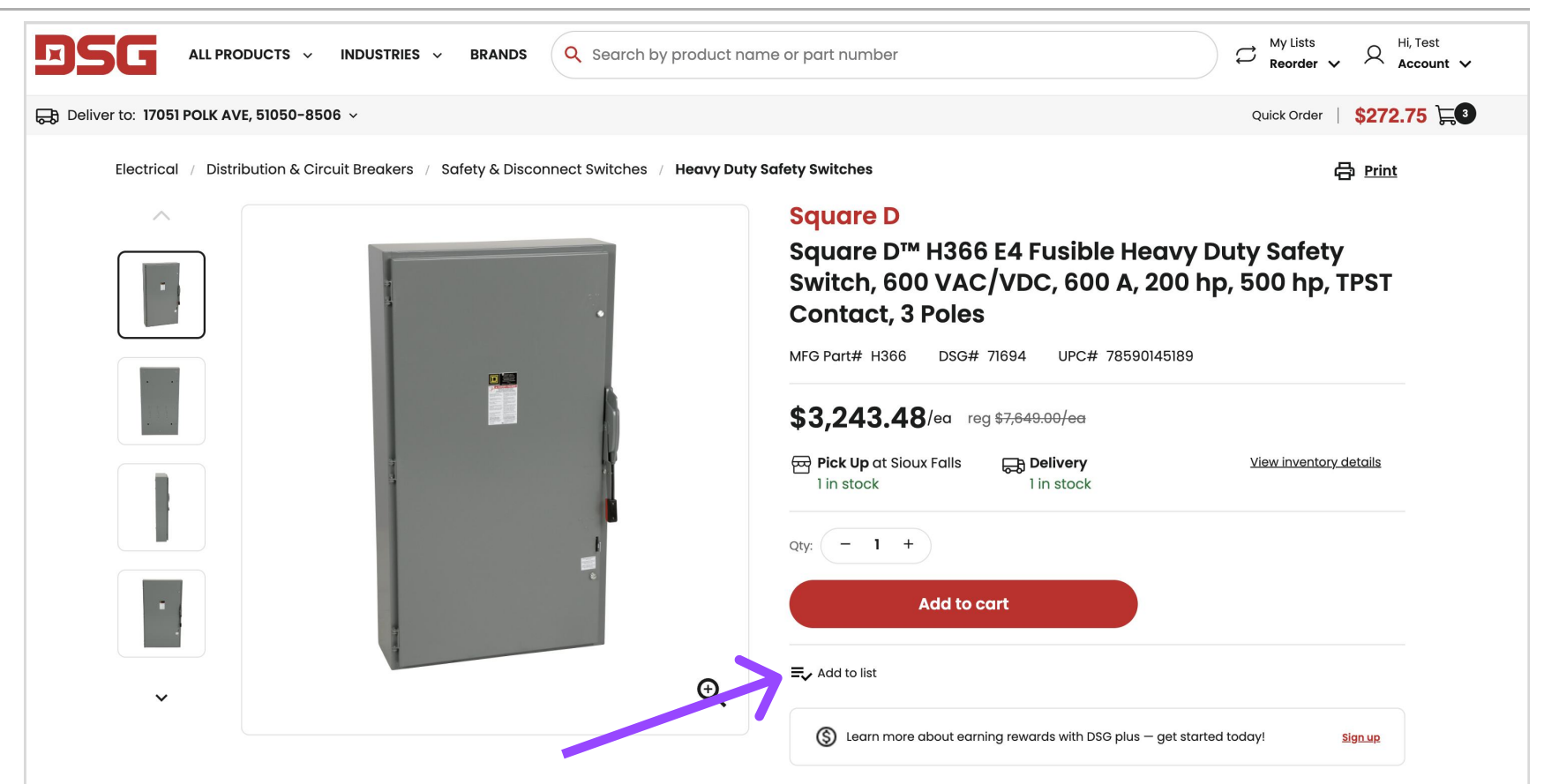
My Lists – Add an Item to List

Building your list is fast and easy. You can add an item to your list from many places on DSGsupply.com including from the product description page, in search results and on the cart screen.

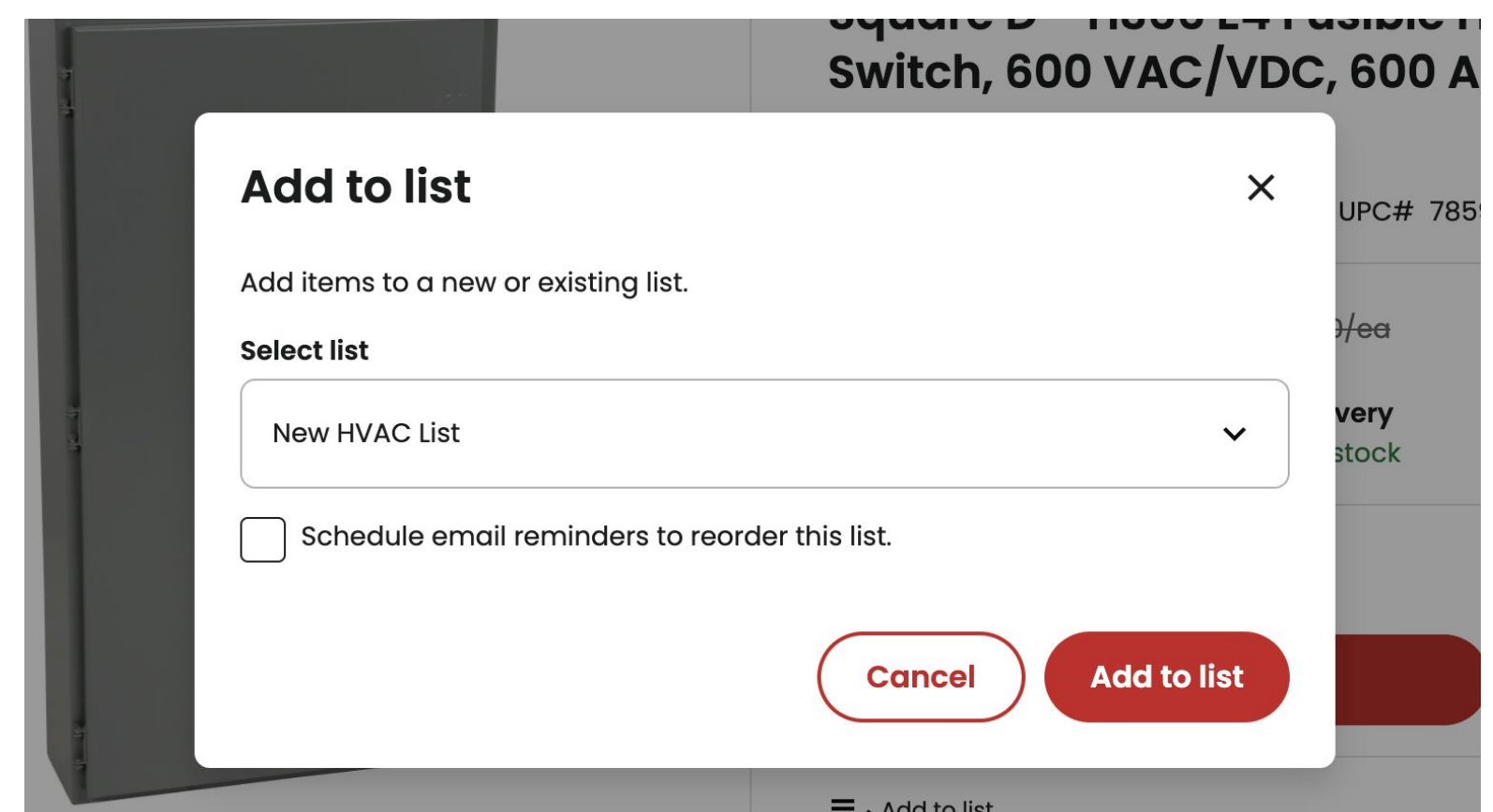
ADDING AN ITEM TO YOUR LIST:

You must be signed-in to add an item to a list.

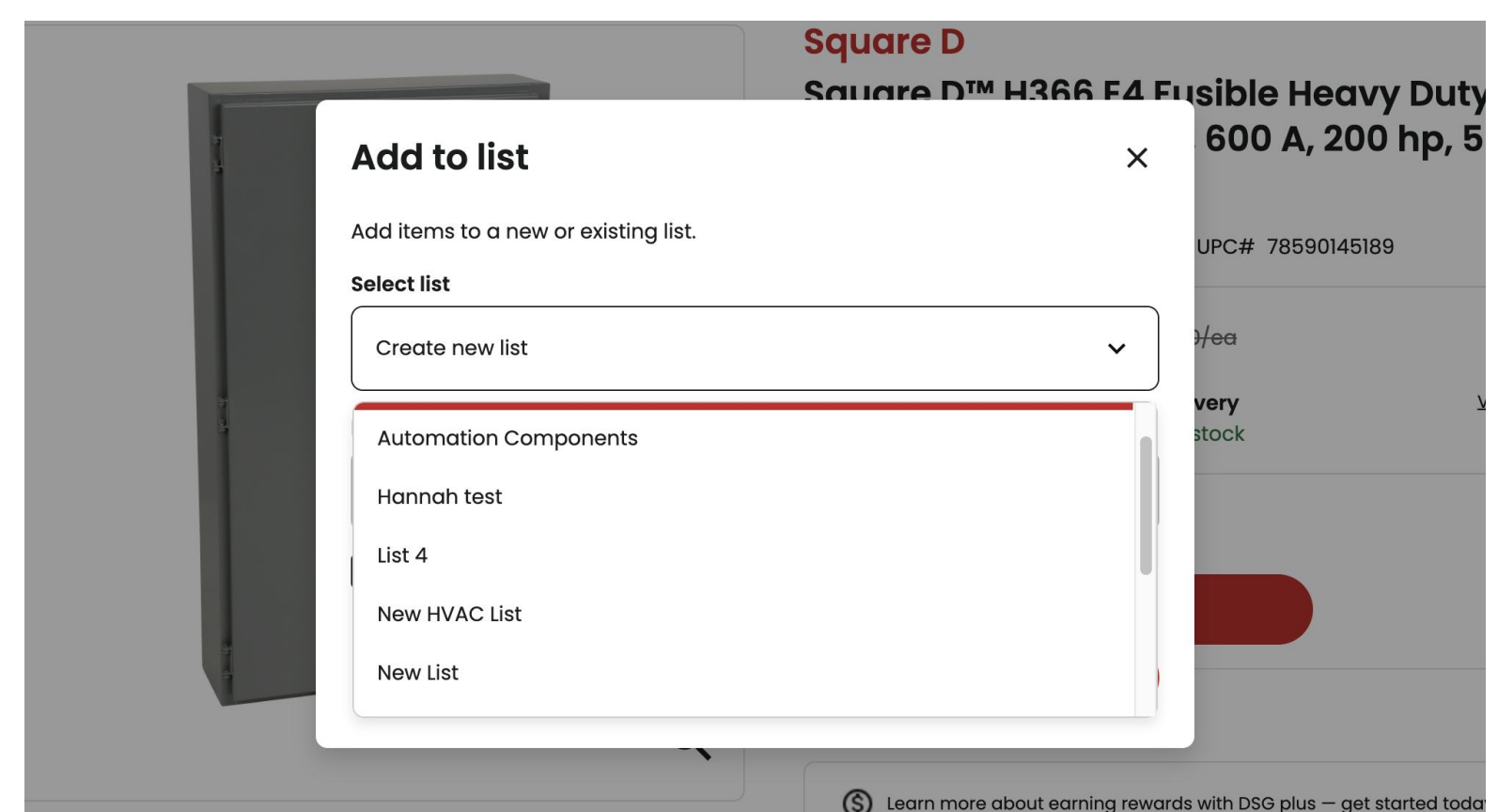
1. There are several places where you're able to add an item to list while browsing as well as on search results and the cart screen. When you find an item that you'd like to add to a list, tap on "Add to list."



2. The "Add to List" box will display. You may select an existing list or create a new list.
3. If you'd like to add an item to an existing list, open the 'Select list' menu and choose the desired list.



4. If you'd like to add an item to a new list, open the 'Select list' menu and choose "Create new list." Enter the name of the list.
5. When you're ready, click "Add to list."



6. A message displays that lets you know the item has been successfully added to the list.

