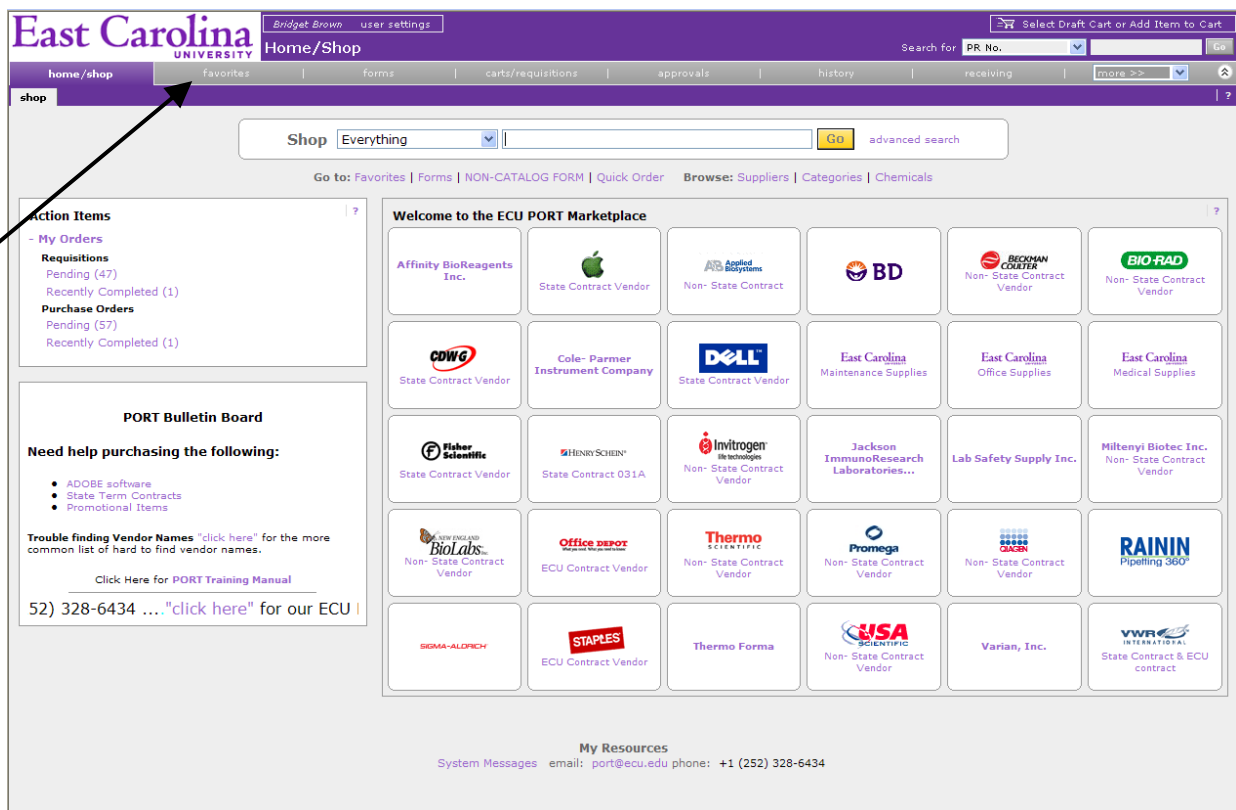
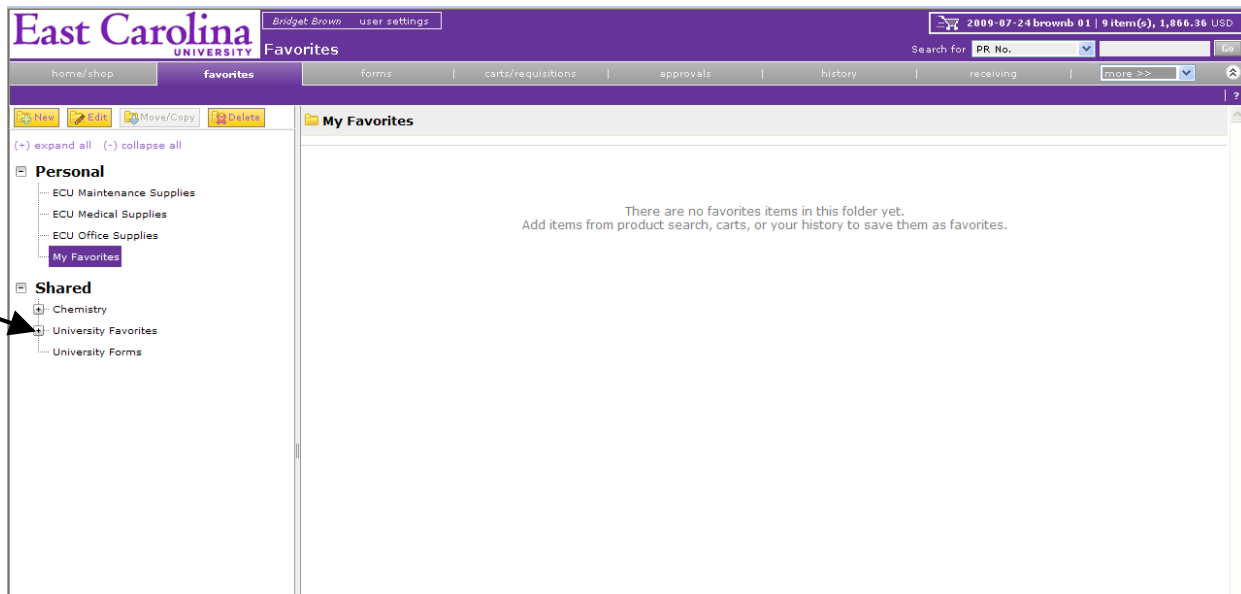


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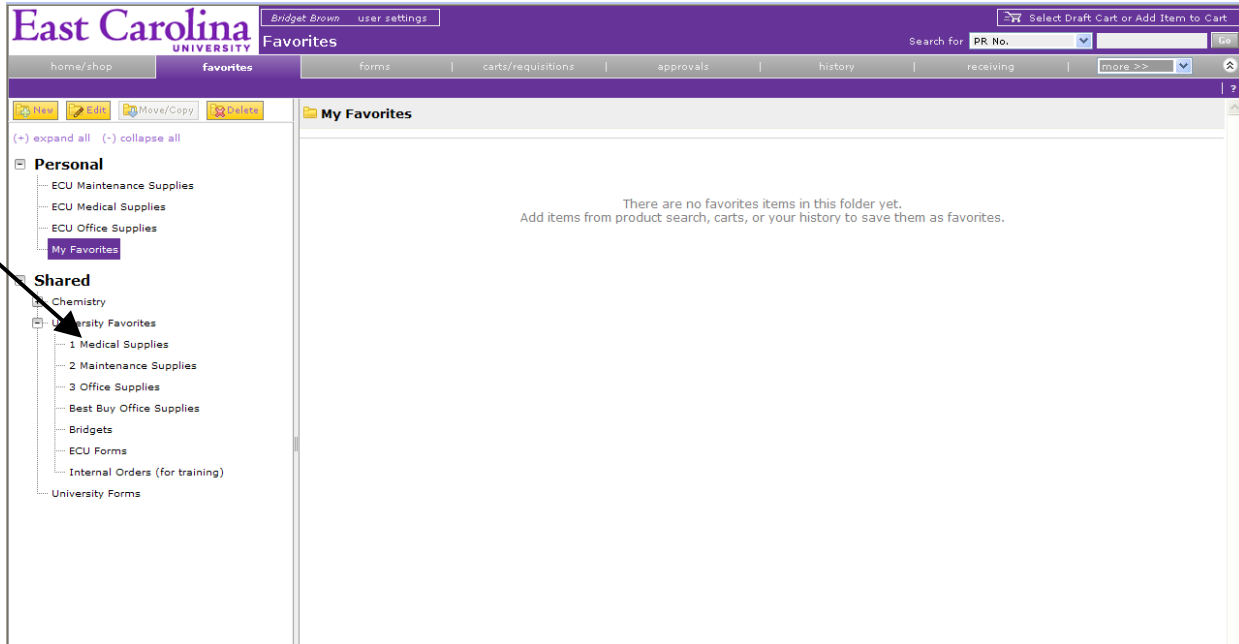
1. Click on **favorites**.



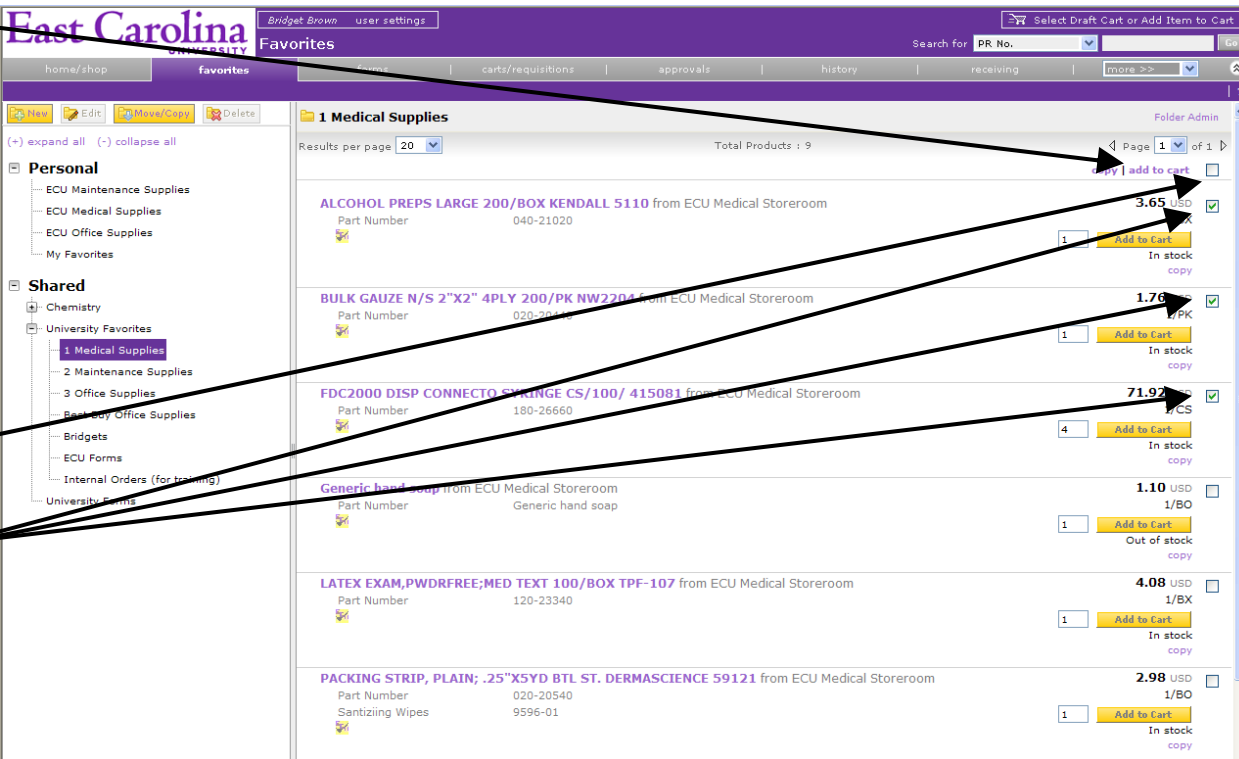
2. Click on + beside **University Favorites**. In this example, we will use items form **1 Medical Supplies** from **University Favorites**.

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3. Select 1 Medical Supplies folder.



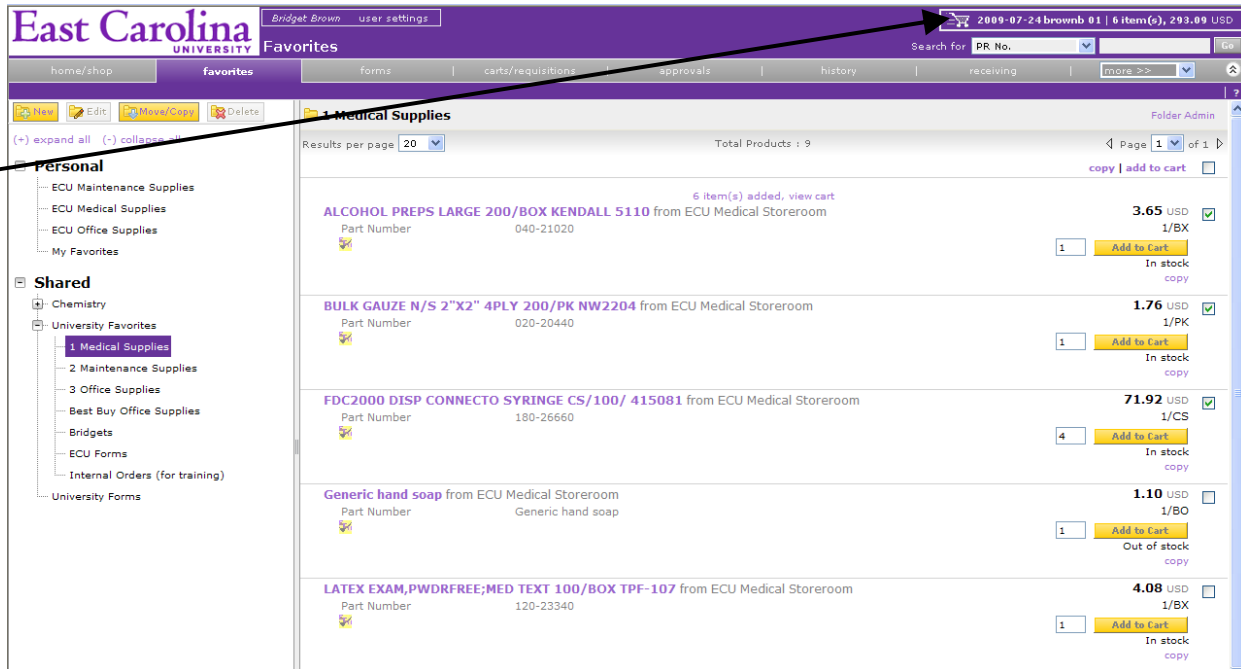
4. Selecting the check box at the top of list will select all items within 1 Medical Supplies folder.

5. In this example, we will select just the 3 check boxes that correspond with the desired items. **Note:** You can also adjust quantity needed for each item. **If pricing has changed for one of your favorite ECU storeroom / hosted catalog items, pricing will update once item is added to shopping cart.**

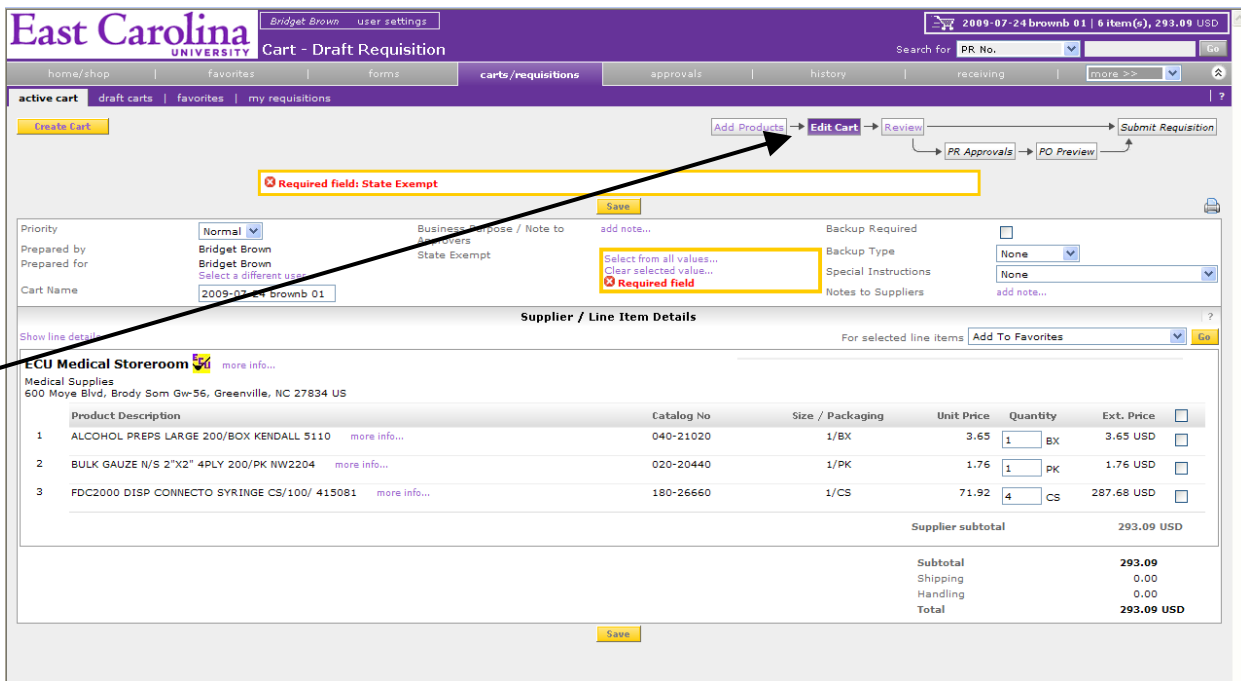
6. Click on **add to cart** link in the column to add multiple items. **Note:** Clicking on **Add to Cart** button will only add the item that corresponds with the button.

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7. Notice the items were added to the shopping cart. Click on the shopping cart.



8. This completes the steps for using university favorites and brings you to the **New Shopping Cart** edit section. See the **Edit Cart Header** procedure to continue the review process.