HOW TO USE FAVOURITES & ORDERING TEMPLATE

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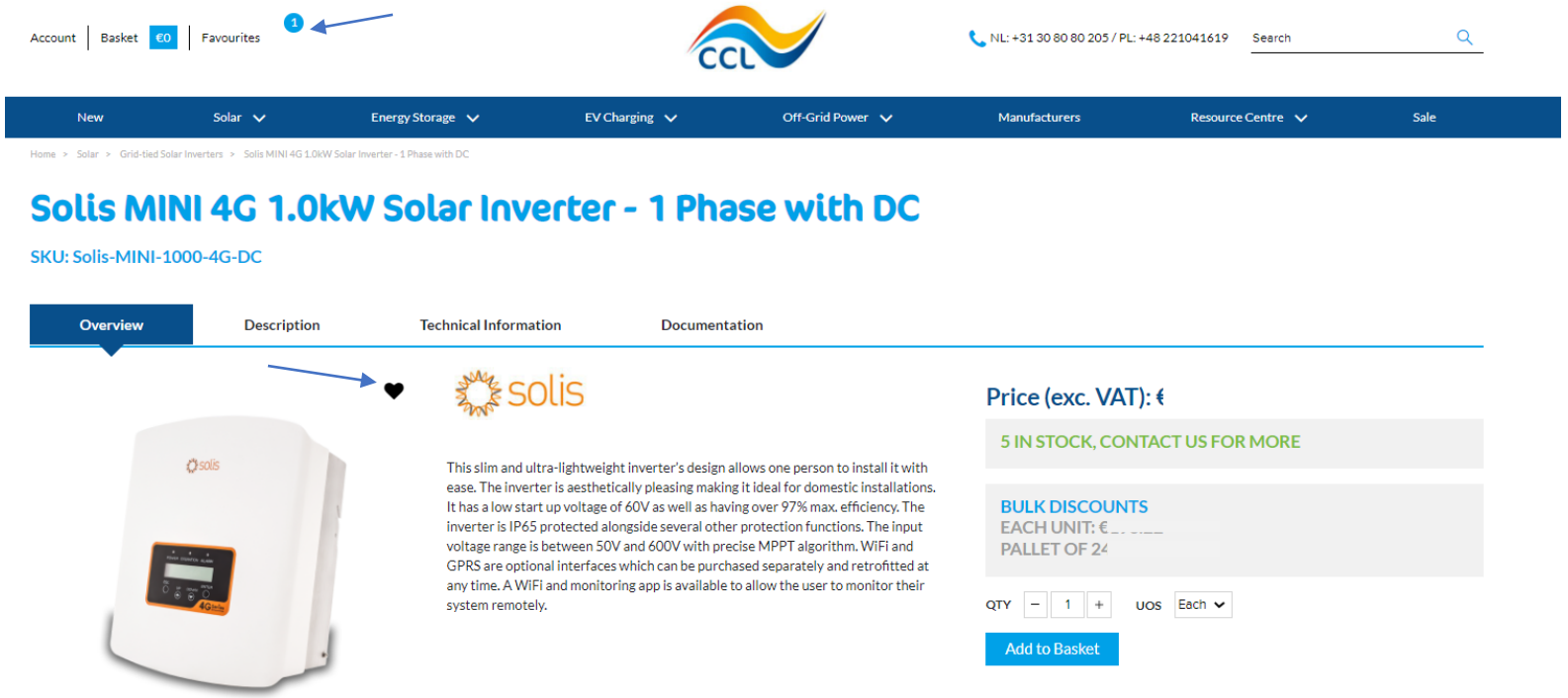
Adding a Favourite SKU

- In order to use favourites and order templates you firstly need to create a list of favourite products.
- To do this you need to click on the small heart to the right of the product image, this will put the product into your favourites.
- You must be logged in to do this.

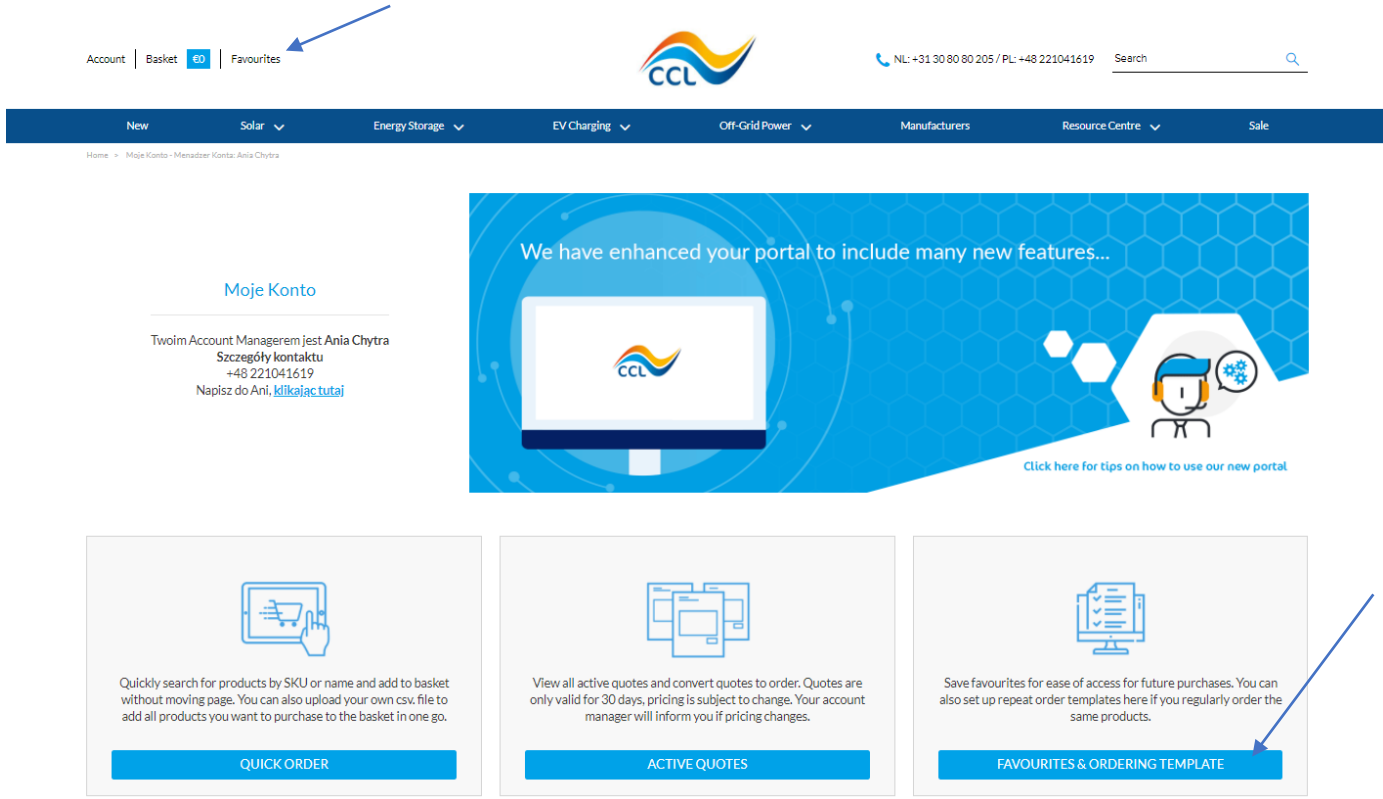
Adding a Favourite SKU



- You will know the SKU has been added to your favourites when the heart changes to black and a number will appear beside 'Favourites' in the header.

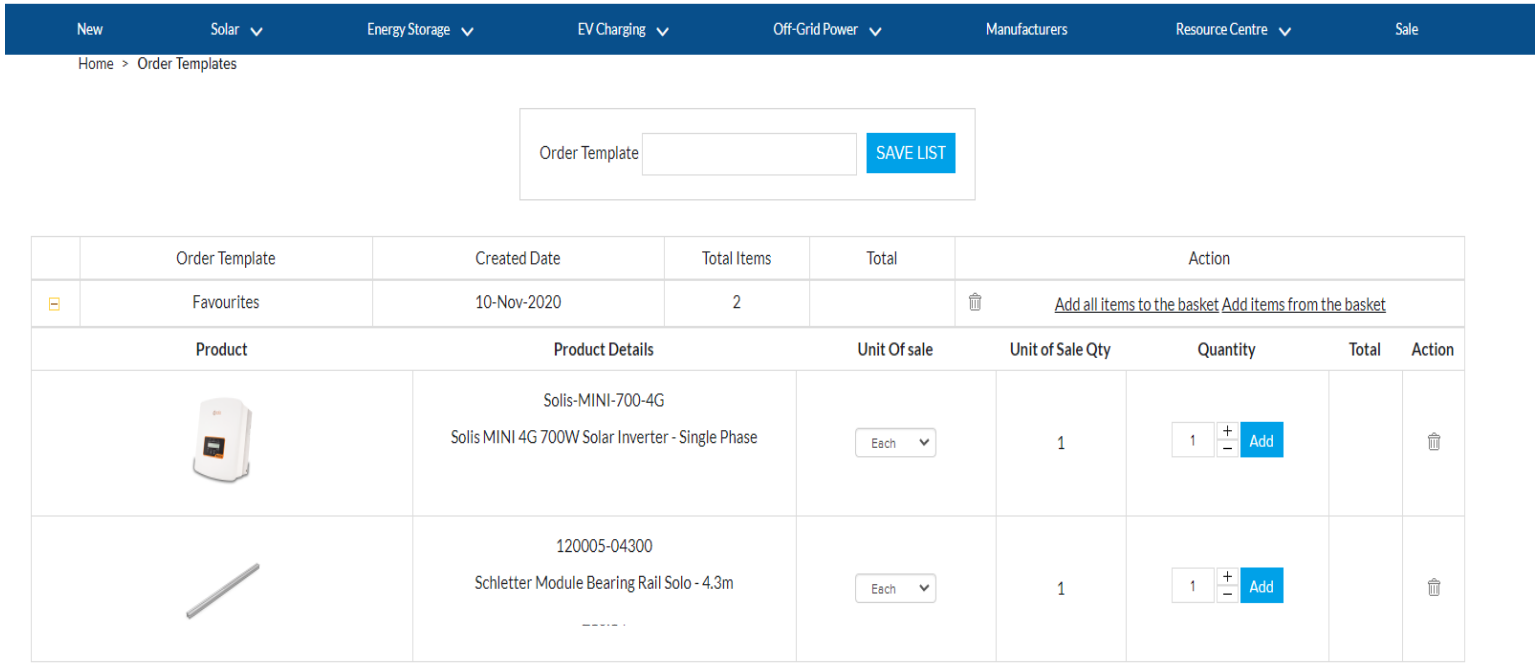
Viewing Favourites:

via Dashboard
or
via Header



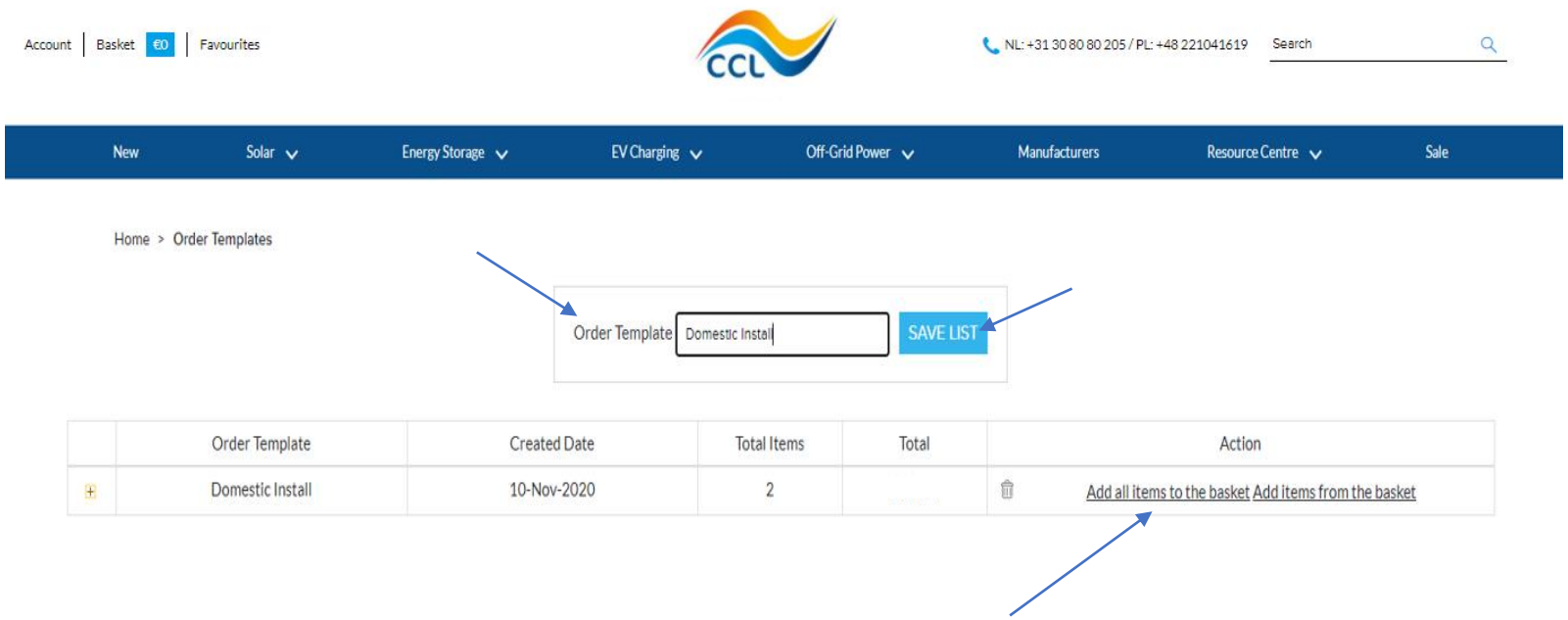
- You can access ‘Favourites & Ordering Template’ via the Dashboard or by clicking ‘Favourites’ in the header beside your basket.
- Both will take you to the same place.

Viewing Your Favourites



- You will then be able to view all the SKUs that you have marked as a favourite.
- You can then save these SKUs as a template.

Saving Your Favourites as a Template



- Enter a name for your favourites and click ‘Save List’. This will create an order template under the name you have chosen which will hold all the products relating to this template. If you repeatedly order the same products, then you can just use this template each time you order.
- Beside the templates that you save you can then add all the products within that template to your basket and head straight to checkout.
- You can save lots of different favourites for example you could have a 4kW Domestic Install Template, a 3kW Off-Grid System.