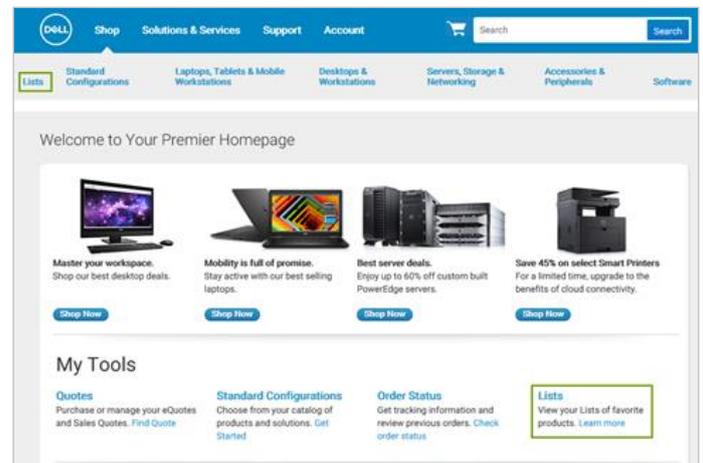




Introducing Lists functionality to your new Premier Page. Organize and access your frequently purchased products or bundles. Then save time when creating eQuotes and carts.

Easily access your frequently purchased products or bundles

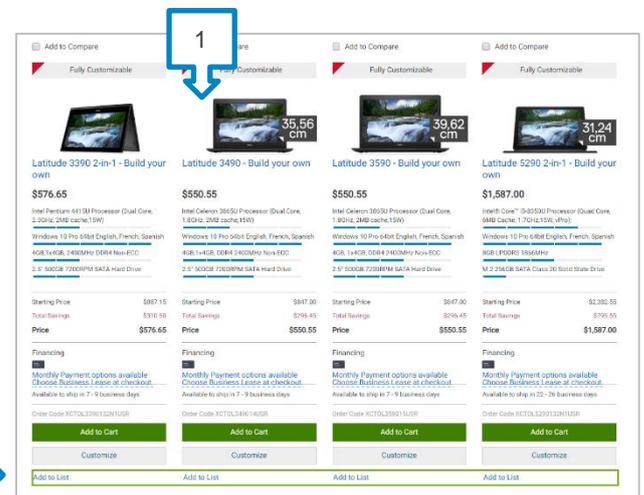
- Create and save multiple lists for frequently purchased products and organizational standards, reducing reliance on your Dell Sales Rep to create and maintain standard configurations.
- Collaborate with all users in your organization by creating a Public list. Alternatively, use the Shared setting to collaborate with a specific group of users. Select the Private setting for lists only to be used by you.
- Add items to a new or existing list for use later, like for creating an eQuote or cart. All products are available to add to a list, including, full catalog, software and peripherals.
- Only the list creator can edit, remove or re-configure the items in a list. The list recipients can view items, add them to a cart or add them to their own list.
- Users can add comments and view activity on Shared and Public lists.
- Your lists never expire. If a product within a list is discontinued, you will get a notification. Since eQuotes expire, leverage Lists to save your favorite products for re-purchase and add to a cart or eQuote when ready to make buy.



Browse or configure a product to add to your list

1. Browse for Systems, Peripherals or Software
2. When you find the product you want, click on the [Add to List](#) link

Users can collaborate with other users in their organization by creating a Public list. Alternatively, use the Shared setting to collaborate with a specific group of users. Selecting the Private setting for their list will enable them to secure it for only their use.



Adding product to a new List

- Give your list a name you will remember and can easily find or search for again.
- If you wish to give your list a description, add it to this field.
- Select a Priority for your list. Only one list can be designated as Primary.
- If multiple lists have been created you can select to add the product to an existing list or create a new one.
- Provide a product description if there's a unique name.
- Click **Add Product to List**. Your product is now added to the selected list.
- There is no limit to the number of lists created or number of products per list.

Adding product to an existing List

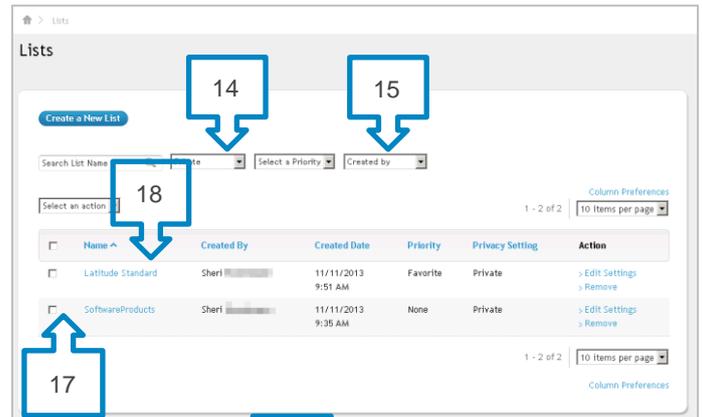
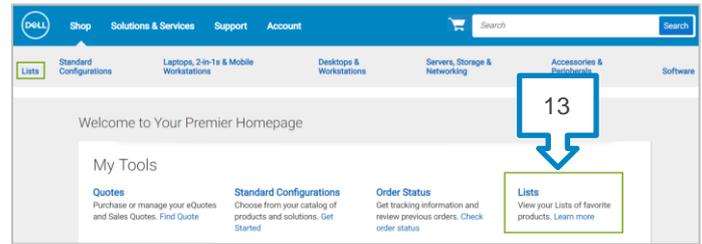
- Choose an existing list from the drop-down menu or to add to a new list, select the link "Create New List"
- Add Product Description if desired.
- If Comments are enabled on Shared or Public lists, users can add information that will be available to other users to view.

Name	Description	Category	Date Added	Action	Price
<input type="checkbox"/>	Dell Two E Series E2213H 21.5-inch Widescreen Monitor with MDS14 Dual Monitor Stand	Software & Peripherals	1/20/2014	> Add to Cart More	\$499.99



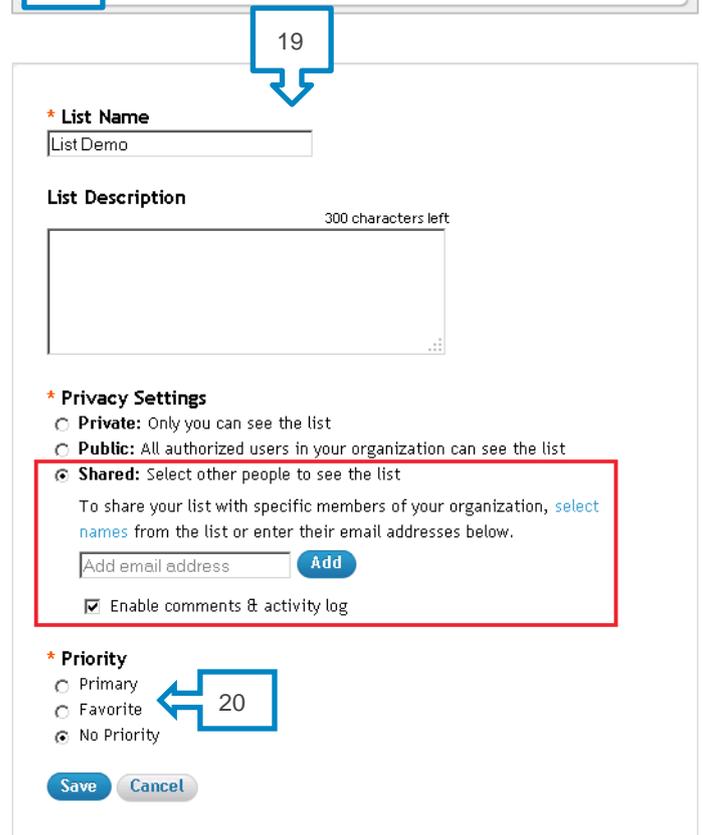
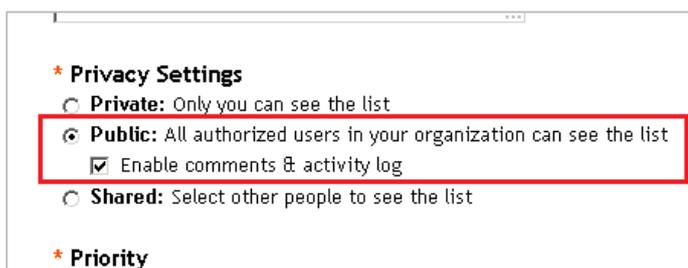
View, search or manage your lists

13. View and manage all your Lists by navigating to Lists via the masthead under the Shop menu or via the Lists section available under “My Tools”.
14. Select the privacy setting to view lists by Private, Shared or Public.
15. Select a name from the Created by drop-down menu to view lists only created by a certain user.
16. Select Edit Settings. Within the List Settings modal, the user can change specific settings.
17. Use the checkbox adjacent to specific lists for batch updates. Then select an action from the drop-down menu above.
18. Select a specific list from the Lists Dashboard to reveal a List Details page by clicking one of the List names in blue



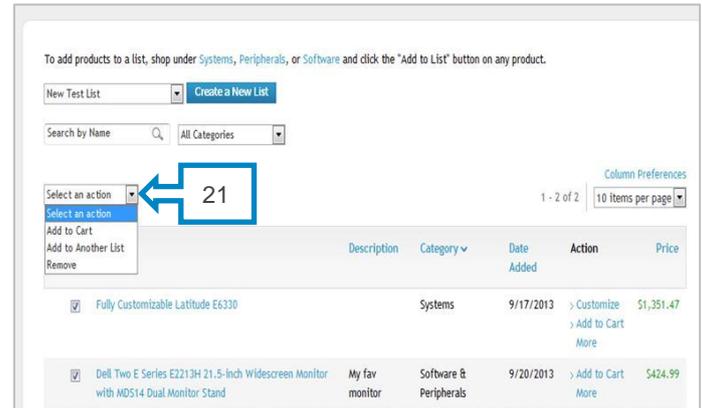
Set or edit list settings

19. From the List Settings modal you can change the List Name, List Description, Privacy Settings, enable Comments, add email addresses for a Shared list, and set Priority Settings.
20. Set List Priorities to Primary, Favorite or No Priority. You can set your single most frequently accessed list to Primary. Other lists can be set to Favorite or No Priority. Sorting lists by Priority makes it easy for you to locate a specific one.



Using your lists

21. Choose one or multiple products from the list to perform one of the following actions:
- Customize (if product is customizable)
 - Add item to Cart
 - Add to Another List
 - Remove Item



Premier Website Support Teams

The two main teams available to assist with the majority of requests that may arise about Premier Pages are the Premier Helpdesk and the Premier Account Managers.

Premier Helpdesk

The Premier Helpdesk is the support team for all technical queries relating to Premier, B2B/PremierConnect and Global Portal pages. This team provides assistance with issues surrounding site performance, stability, issues with logging in to the site, as well as working with the appropriate business partners to resolve Premier Page related technical issues.

Premier Account Managers

The Premier Account Managers (PAM's) provide administrative and maintenance support for ALL Premier Pages. PAM's work closely with sales to ensure a Premier Page is optimized and meets customers' purchasing needs.

[Engage the Premier Website Support Teams](#)

