

## Manage your lists with Airgas.com!

Once you've created your lists on Airgas.com, you can manage them by adding products from across the site.

**Can I sort my lists?** Yes. Each of the column titles ('List Name,' 'Date Created' and 'Items') can be sorted ascending or descending. Just click on the arrow to the right of the column name to sort.

**I have a lot of lists. How can I search for them?** Search functionality is available on the 'My Lists' page. Type the name of the list into the 'List Search' box and select search to find your list.

**Can I quickly select all the products in a list?** Click on the 'Select All' link to select all the products in the list.

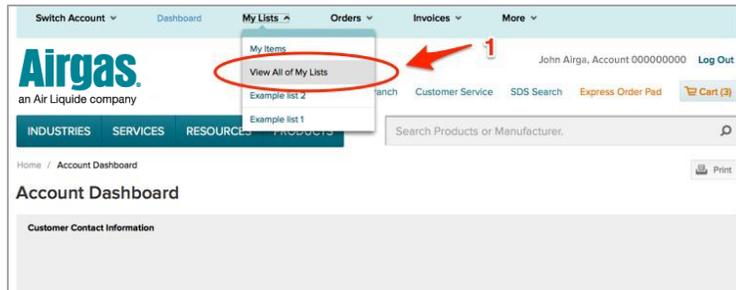
**Can I sort the products in a list?** Yes. The column titles 'Product(s)' and 'Price' can be sorted ascending or descending. Just click on the arrow to the right of the column name to sort.

**Where will I see the 'Add to List' button?** The 'Add to List' button is shown on products across the entire Airgas website. You can see it when you are looking for products, in the shopping cart, in your previous orders and several other places.

**Why can't I find the 'Add to List' button?** Lists are only available for registered customers, so if the 'Add to List' button doesn't appear while you're shopping, you may not be logged in.

**Can I share my lists with my Coworkers?** This can be set up by your EBM. They are able to copy lists across different user accounts.

**For further help:** Please contact [eservice@airgas.com](mailto:eservice@airgas.com) or call 1.866.935.3370 to speak to a representative.



### How to manage your shopping list(s):

- Login to Airgas.com
- On the toolbar select 'My Lists'
- Your most recent 5 lists are shown along with a link to view all lists
- Select 'View All' of my lists
- From the 'My list' screen it is possible to delete a list, change the name of the list and add all the items from the list to the cart
- Click on the list name to view the list details and see all the products in the list
- From the 'List Detail' screen it is possible to remove items, change the quantity and add selected to cart and add all to cart
- To add additional items to any list, simply find the product and select the 'Add to List' button

