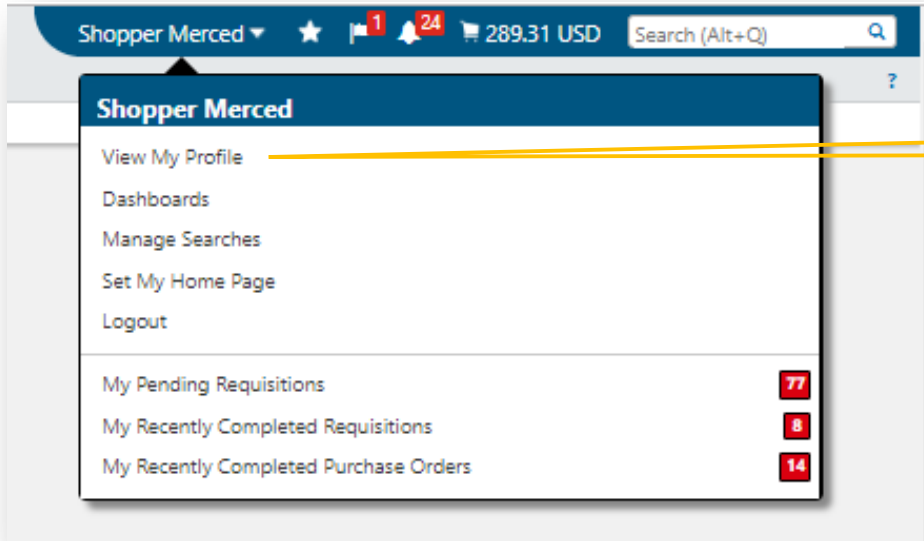


Quick Reference Guide

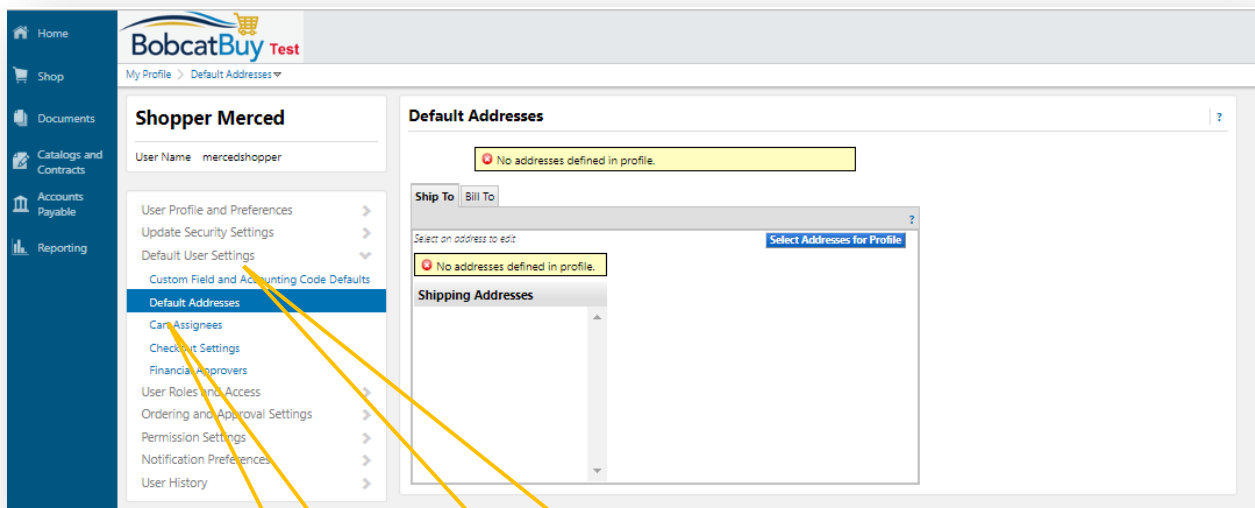
How to Save Favorite Ship to Address

1. Go to top right "Select your name" arrow down menu and select "View My Profile"



Select "View My Profile"

2. Select "Default User Settings" then Select "Default Addresses"



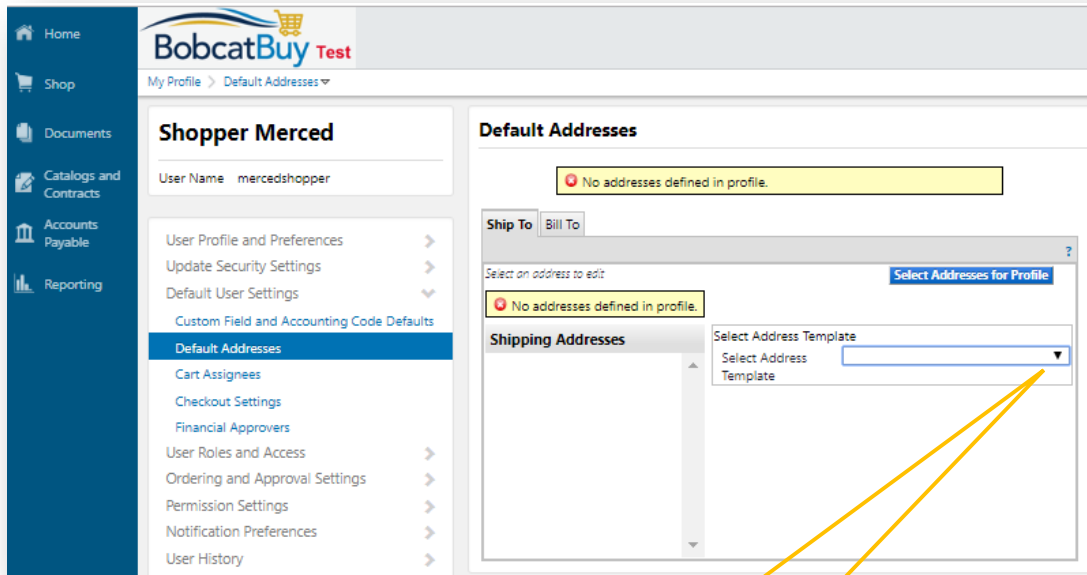
1. Select "Default User Settings"

2. Select "Default Addresses"

Quick Reference Guide

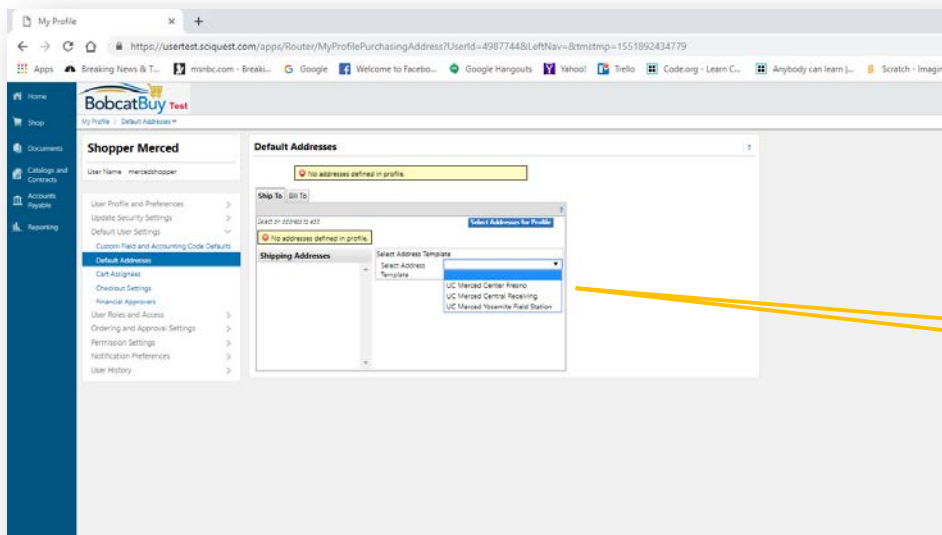
How to Save Favorite Ship to Address

3. Go to “Select Address Template” area.



Select “Address Template”

4. Select an address from drop down area.

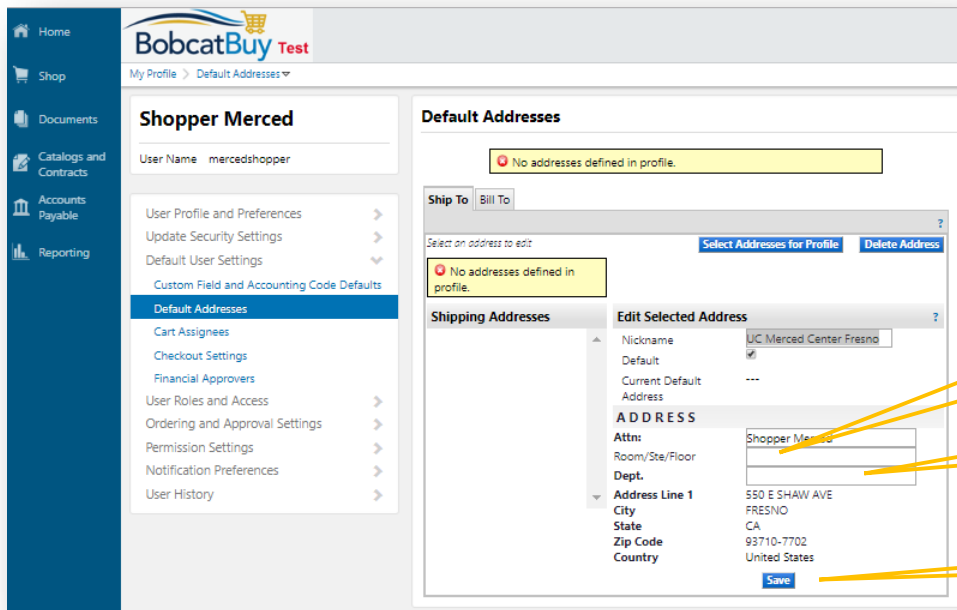


Select an address

Quick Reference Guide

How to Save Favorite Ship to Address

5. Address selection will populate identified areas.
 - a. Enter "Room/Ste/Floor" information
 - b. Enter "Dept." information
 - c. Save - Default Ship to address has been completed



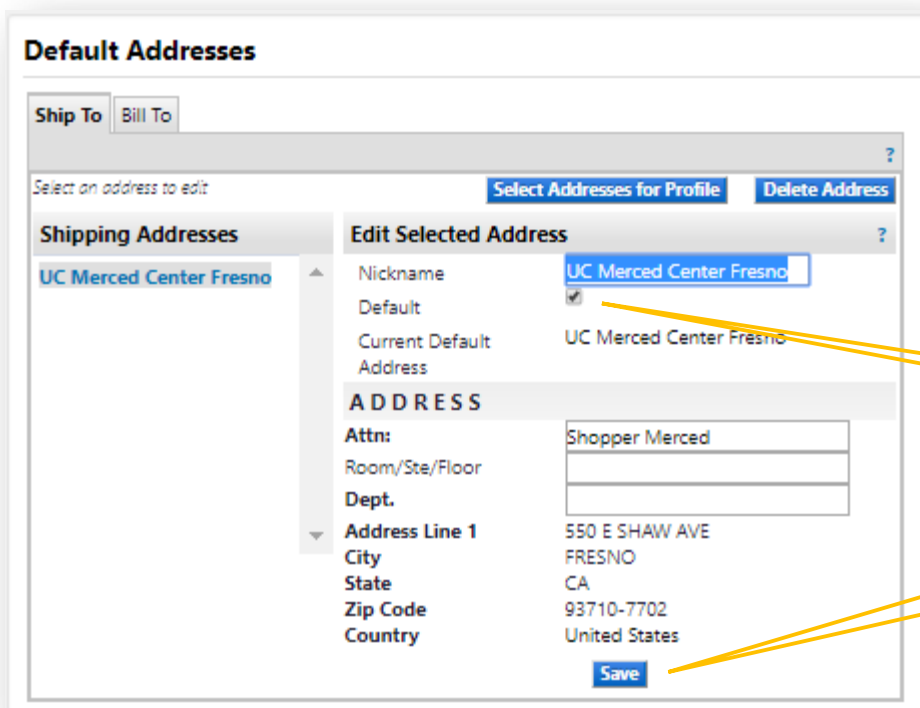
The screenshot shows the BobcatBuy user profile page for 'Shopper Merced'. The 'Default Addresses' section is active, showing a message 'No addresses defined in profile.' Below this, there are tabs for 'Ship To' and 'Bill To'. A 'Shipping Addresses' list is empty, and an 'Edit Selected Address' form is open. The form fields include: Nickname (UC Merced Center Fresno), Default (checked), Current Default Address (UC Merced Center Fresno), ADDRESS section with Attn (Shopper Merced), Room/Ste/Floor, Dept., Address Line 1 (550 E SHAW AVE), City (FRESNO), State (CA), Zip Code (93710-7702), and Country (United States). A 'Save' button is at the bottom right. Callouts point to the 'Room/Ste/Floor' and 'Dept.' fields, and the 'Save' button.

a. Enter "Room/Ste/Floor" information

b. Enter Department info.

c. Click "Save"

6. Default Option: if selected this address will default when creating an order without needing to select it, this is optional and can be changed later



This is a close-up of the 'Edit Selected Address' form. The 'Shipping Addresses' list shows 'UC Merced Center Fresno' selected. The 'Edit Selected Address' form has the following fields: Nickname (UC Merced Center Fresno), Default (checked), Current Default Address (UC Merced Center Fresno), ADDRESS section with Attn (Shopper Merced), Room/Ste/Floor, Dept., Address Line 1 (550 E SHAW AVE), City (FRESNO), State (CA), Zip Code (93710-7702), and Country (United States). A 'Save' button is at the bottom right. Callouts point to the 'Default' checkbox and the 'Save' button.

Default Option

Click on "Save" to save your changes