

## **Sharing Lists With Your Team**

Provide direction and focus for your reps by creating and sharing SevenFifty Lists. Start by creating a product list in your SevenFifty account then create a shareable link and distribute it to your team. Here's how:

## 1. Create a new List from and add individual products to that List from the Browse tab:

VERIFIED IN	FRODUCER PROFILE (7	
Add to list 🗸		
Sample sheets		
Tuesday, June 25	s, Bourbon Barrel Aged Cabernet Sauvignon Prospectors' Proof California (20)	(7) -
Wednesday, June 26	5	
Thursday, June 27	1 \$18.75	\$225.0
Friday, June 28	•	
Monday, July 1	ates	
Lists		
Type to filter or create a new l	st	
Create		
Farma Winner	5, Bourbon Barrel Aged Gold Rush Red Blend (2016) - 750 mL × 12 - 146813	
rocus wines	1 \$18.75	\$225.0

2. Create a List with multiple items on it with the Add all to List button:

Your book All	Show: 10 🖨 S	ort by: Vendor Producer Price <b>Relevance ~</b>		Add all 12 to list 🗸	
12 results	CLOS DU BOURG	Domaine Huet, Vouvray Clos du Bourg Demi-Sec (20 Domaine Huet	010) · 750 mL × 12 · SF0981 1	\$26.67	\$320.00
Applied filters		Wine - Still - White			
× Domaine Huet × Demo Distributing		Loire Valley, France VERIFIED IN STOCK WE 93		/	
Clear All	Add to list ∨				





**3. Add additional instructions** at the top of your List; for example: "Focus wines" or "For ride along with..."

Focus Wines This Month			
Search for products	s to add to this list		
Notes for the team	related to this List. Include instructions like "Focus products" or "For ride-along with"		
	"M" by Michael Mondavi, Cabernet Sauvignon Napa Valley (2014) · 750 mL × 3 "M" by Michael Mondavi Breakthru Beverage ① Wine - Still - Red California, United States VERIFIED IN STOCK PROFILE C	· 15677 1	

**4. Generate a PDF** and save it to your computer, then **make your List "public"**. This will provide you with a shareable link.

	Focus Wines This Month
C Sharing	Search for products to add to this list
Make public Collaborate	Notes for the team related to this list, to also be copied in the body of
PDF options	"M" by Michael Mondavi, Cabernet S
🖍 Rename	"M" by Michael Mondavi Breakthru Beverage 🛈
🕑 Help	Wine - Still - Red California, United States
🛅 Delete	VERIFIED IN STOCK PRODUCER PROFILE C





## 5. Copy the link then email it along with the PDF and instructions for your team.

Focus Wine	es This Month			
This list is public and can be shared with ar, one — including those outside SevenFifty — by sending them a link to <b>https://www.sevenfifty.com/lists/2003777</b> . Use the Sharing menu to the left to tweet a link to the list, preview what members of SevenFifty will see pricing or distribution information.				
Search for products	to add to this list			
Notes for the team r	elated to this list, to also be copied in the body of the email			
	"M" by Michael Mondavi, Cabernet Sauvignon Napa Valley (2014) • 750 mL × 3 "M" by Michael Mondavi Breakthru Beverage <b>1</b> Wine - Still - Red			

6. Your reps click the link and view the List in their SevenFifty accounts. They click **"Save a copy**" and the List is saved so it can be edited and reused as needed.

	Focus Win	es This Month	
<b>t↓</b> Tweet	This list is public and can be shared with anyone, even if they do not have a SevenFifty account. Members of SevenFifty		
Save a copy	distribution informati	ion when logged in; others will only see product information.	
	Notes for the team rel	lated to this list, to also be copied in the body of the email	
		"M" by Michael Mondavi, Cabernet Sauvignon Napa Valley (2014) $\cdot$ 750 mL ×	<mark>3</mark> · 3781
		"M" by Michael Mondavi	1
		Empire Merchants 🕖	6 (2)
	12	Wine - Still - Red California, United States	
		,	

(Rep view)

