

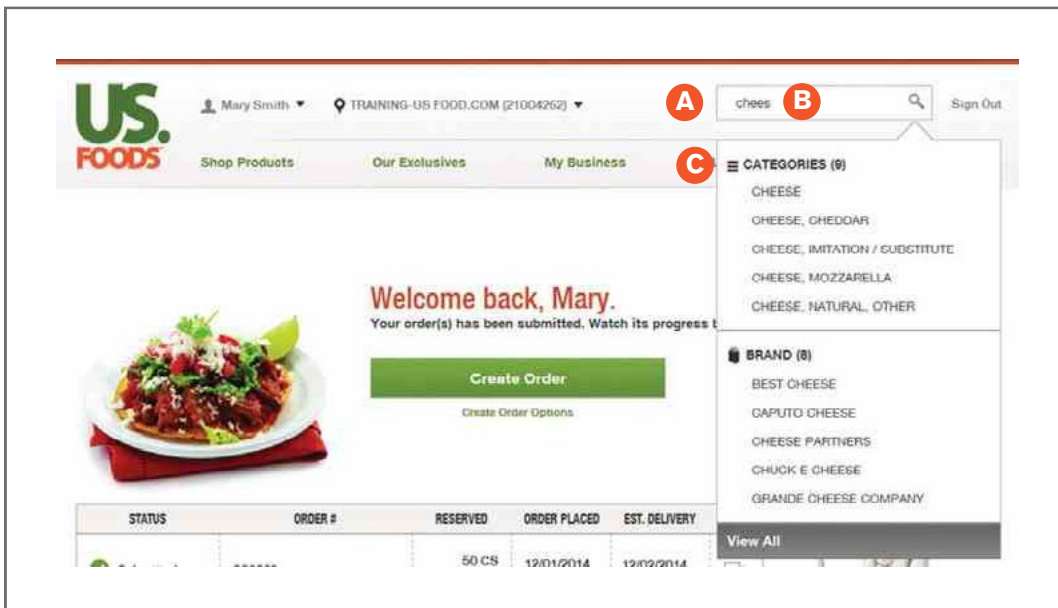
CATALOG USER GUIDE

CATALOG SEARCH SECTION

1. Search Catalog
2. Adding Product to an Order
3. Adding Product to a Shopping List
4. Shop Products by Group
5. Search Features

SEARCH CATALOG

- A. The Search Catalog Box is available from the Home Page, in List Views and while Submitting Orders.
- B. Enter a description in the Search Catalog box.
- C. Make a selection from the dropdown box that appears or simply hit **Enter** to see the products.



Entering a key word in the Search Catalog field returns a list of all product Categories or Brands that contain that word in the Product Description and Detailed Description Fields.

You can see the number of Categories or Brands that fit your search.

Products can be easily added to an Order or one of your Shopping Lists from here.

ADDING PRODUCT TO AN ORDER

A. Once you have identified the product you are looking for, click **Add to Order** to add the product to an order.



B. A window will open once you've selected your list and show that the product was successfully added.

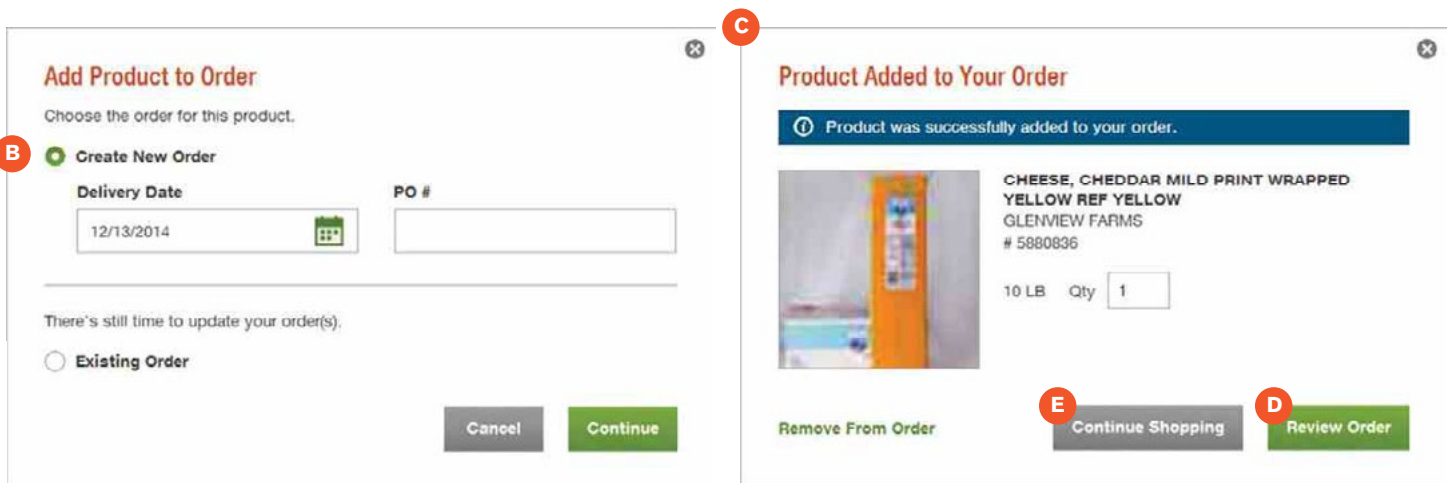
C. You will get an alert if the product is already on your list.

D. Click on the dropdown arrow and select the group you want your product assigned to.

E. Once you have selected your group, click on **Apply**.

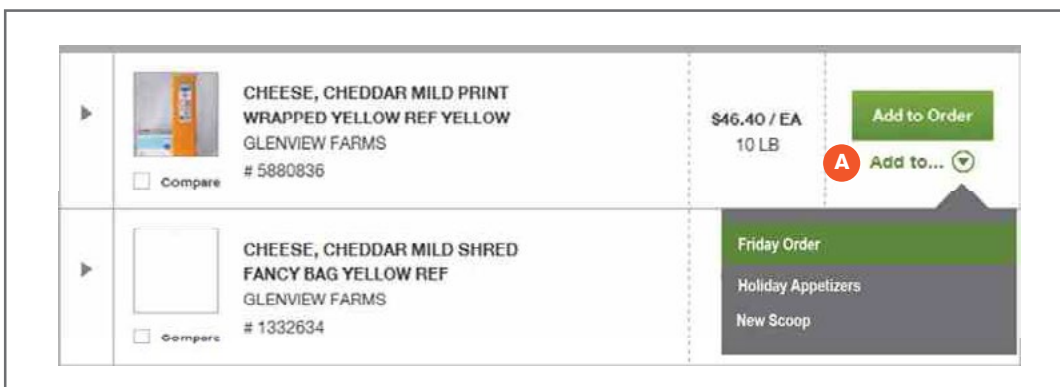
Click **Continue Shopping** to return to your search.

Click **View List** to go to the list where the product added.



ADDING PRODUCT TO A SHOPPING LIST

A. When you identify a product you want to add to one of your shopping lists, click **Add** to then select the shopping list from the drop down that appears.



SHOPPING FOR PRODUCTS

- To Shop for Products by Product Class, hover over the Shop Products menu then select the type of product you are searching for.
- To Narrow your search, click on a picture of a Product Category or use the filter bar on the left side of the page to select a Category.
- Once you have selected a Product Category, entering a keyword in the Search Within box limits your search to only products that belong to that category. Type any term in the Search Within box, and hit **Enter**.



PRODUCT SEARCH

- Get Price - When the price is not showing, click **Get Price** to instantly see the price of an item.
- Product Detail Quick View – Click on the arrow to see a “Quick View” of the Product Details. You can also click on **Product Details** from the Quick View screen to see the full description.
- Product Detail Full View – View the full details of a product by clicking on either the picture or product description. Click the **Print** icon to create a pdf file that you can print out or save and email.

