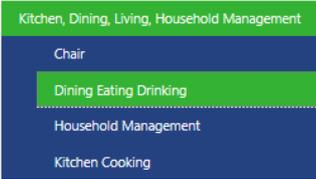


Add List Equipment Item to Purchase Application - ACC

Step	Description
	<p>Completed steps:</p> <ol style="list-style-type: none"> An equipment purchase Application has been created for a customer ADD LIST EQUIPMENT was selected under the Items section of the Application <p>Note: ADD LIST EQUIPMENT displays for equipment purchase Applications; it does not display for equipment trial Applications</p>
1.	<p>Find the required List Equipment item in the catalogue by using keyword or SIC code search, and/or band and/or product classification filters.</p> <p>Note: Click Reset Filters to remove keyword or SIC code search, and/or filters applied to the catalogue</p> <p>Keyword or SIC code search</p> <ol style="list-style-type: none"> Enter the keyword or SIC code in the search field <small>Search by Keywords or SIC code</small>  Example: Enter keyword wheelchair or SIC code EB001 Click  (or click Enter on the keyboard). The Catalogue is filtered using the SIC code or keyword <p>Applying Band Filter</p> <ol style="list-style-type: none"> Click SELECT BAND FILTER Select one or more options from the list – Simple, Standard, Complex Click Apply. The Band Filter option list collapses <p>Note: Click SELECT BAND FILTER to expand or collapse the Band Filter option list</p> <p>Applying product classification filter</p> <ol style="list-style-type: none"> Click a classification filter on the left of the catalogue page to apply the filter <p>Example: The illustration below shows the Dining Eating Drinking filter (Level 2 classification) applied to the Catalogue.</p> 

Step	Description
2.	<p>Add the found item to the shopping cart</p> <p>a. Click  for the item. The messages 'Adding item to cart' then 'Item added successfully' displays</p>
3.	<p>View items added to the cart</p> <p>a. Click  to view item(s) added to the cart</p> <p>Note: The cart will continue displaying at the top of the page until  is clicked again</p> <p>Note: If not all items added to the cart are displaying click </p>
4.	<p>Return to Application</p> <p>a. When all required items have been added to the cart, click  to return to the Edit Application page</p> <p>Note: In the Edit Application page, edit or remove Items as required. Click  next to the item and select  or Remove. If an item is removed, click  to confirm the deletion</p>
5.	<p>Complete, save and submit the Application</p>