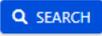
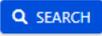
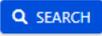


## Search Full Product Catalogue

Step	Details				
1.	<p>Navigate to the Catalogue:</p> <ol style="list-style-type: none"> <li>Click </li> <li>Click </li> </ol> <p>The Catalogue Home page opens with no products displaying.</p> <p>Use the available filters and search fields to find the required product in the Product Catalogue.</p> <p><b>Note:</b> Filters refer to Product Group and Catalogue List Type; the filters are not connected to the Search button</p>				
2.	<p>Select the filter(s) and enter search fields to be applied to the Catalogue. More than one filter/search field can be applied to the catalogue at the same time</p>  <p><b>Note:</b> When a search field is populated, the Search button changes from light blue to dark blue.</p> <p>Click  to apply the search</p> <p><b>Note:</b> Click  to remove applied filters and clear search fields</p> <p><b>Note:</b> When a search field has been selected, use the keyboard Tab key to tab forward, or use Shift + Tab to tab backwards through the search fields</p> <ol style="list-style-type: none"> <li>Apply filters to the catalogue</li> </ol> <table border="1" data-bbox="240 1469 1447 2020"> <thead> <tr> <th data-bbox="240 1469 552 1518">Filter</th> <th data-bbox="552 1469 1447 1518">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1518 552 2020"> <p>Product group and sub-group</p>  </td> <td data-bbox="552 1518 1447 2020"> <p>Click the required group and sub-group filter to display products. The selected group and sub-group display in green</p> <p><b>Note:</b> It is recommended you use the product group filter as a starting point for each search you do</p> </td> </tr> </tbody> </table>	Filter	Description	<p>Product group and sub-group</p> 	<p>Click the required group and sub-group filter to display products. The selected group and sub-group display in green</p> <p><b>Note:</b> It is recommended you use the product group filter as a starting point for each search you do</p>
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	<div data-bbox="240 280 550 517"> <p>Band Selection</p>  </div> <div data-bbox="560 280 1445 517"> <p>Leave blank to display all products or select from the option list and click </p> <p>Click  to display or hide the option list</p> <p><b>Note:</b> Select from Band 1, Band 2, Band 3 and Non-List</p> </div> <p data-bbox="341 584 1406 651">After the filters are applied, the catalogue will display products relevant to the selected filters. To refine the search further, apply one or more search criteria.</p> <p data-bbox="288 725 951 759">b. Apply one or more search criteria to the catalogue</p> <p data-bbox="341 779 1059 813"><b>Note:</b> The Product Name keyword search is recommended</p> <table border="1" data-bbox="240 831 1445 1854"> <thead> <tr> <th data-bbox="240 831 550 889">Search</th> <th data-bbox="550 831 1445 889">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 889 550 1081"> <p>Refurb and Trial</p> <input type="checkbox"/> Refurb</td> <td data-bbox="550 889 1445 1081"> <p>Select from the available options</p> <p>Click </p> </td> </tr> <tr> <td data-bbox="240 1081 550 1211"> <p>SIC Code</p> <p>SIC code</p></td> <td data-bbox="550 1081 1445 1211"> <p>Enter SIC code e.g. EB901 will find Bath Step – Prima Adjusta</p> <p>Click  (or click keyboard Enter)</p> </td> </tr> <tr> <td data-bbox="240 1211 550 1382"> <p>Supplier</p> <p>Search By Supplier</p></td> <td data-bbox="550 1211 1445 1382"> <p>Enter Supplier name to view products specific to that supplier e.g. Invacare or Ebos</p> <p>Click  (or click keyboard Enter)</p> </td> </tr> <tr> <td data-bbox="240 1382 550 1565"> <p>Supplier Code</p> <p>Supplier Code</p></td> <td data-bbox="550 1382 1445 1565"> <p>Enter supplier code e.g. BAB5000-01</p> <p>Click  (or click keyboard Enter)</p> <p>Example: BAB5000-01 will find Basic Shower Trolley</p> </td> </tr> <tr> <td data-bbox="240 1565 550 1854"> <p>Product Name</p></td> <td data-bbox="550 1565 1445 1854"> <p>Enter product name keyword(s) in Keyword search field(s)</p> <p><b>Product Name Search:</b>    Search By Keyword 1                      Search By Keyword 2</p> <p>Click  (or click keyboard Enter)</p> <p><b>Example: chair</b> displays products containing text ‘chair’</p> <p><b>Example: ‘single’ and ‘mattress’</b></p> </td> </tr> </tbody> </table>	Search	Description	<p>Refurb and Trial</p> <input type="checkbox"/> Refurb	<p>Select from the available options</p> <p>Click </p>	<p>SIC Code</p> <p>SIC code</p>	<p>Enter SIC code e.g. EB901 will find Bath Step – Prima Adjusta</p> <p>Click  (or click keyboard Enter)</p>	<p>Supplier</p> <p>Search By Supplier</p>	<p>Enter Supplier name to view products specific to that supplier e.g. Invacare or Ebos</p> <p>Click  (or click keyboard Enter)</p>	<p>Supplier Code</p> <p>Supplier Code</p>	<p>Enter supplier code e.g. BAB5000-01</p> <p>Click  (or click keyboard Enter)</p> <p>Example: BAB5000-01 will find Basic Shower Trolley</p>	<p>Product Name</p>	<p>Enter product name keyword(s) in Keyword search field(s)</p> <p><b>Product Name Search:</b>    Search By Keyword 1                      Search By Keyword 2</p> <p>Click  (or click keyboard Enter)</p> <p><b>Example: chair</b> displays products containing text ‘chair’</p> <p><b>Example: ‘single’ and ‘mattress’</b></p>
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Step	Details
3.	<p>View Details about the equipment</p> <ol style="list-style-type: none"> <li>a. Click </li> <li>b. The Details page displays the following information: <ul style="list-style-type: none"> <li>• Price</li> <li>• Trial available (Yes or No)</li> <li>• Hire available (Yes or No)</li> <li>• Hire Price (Daily) (Example: \$0.00)</li> <li>• Accessable Product Code (Example: 212057-New)</li> <li>• Asset Number</li> <li>• Warehouse</li> <li>• Product URL (Example: http://www.spexseating.com/)</li> <li>• Supplier Website (Example: https://www.spexseating.com)</li> <li>• SIC Code</li> <li>• Supplier Product Code (Example: 1111-0392-000)</li> <li>• Cost to Replace</li> </ul> <p><b>Note:</b> Asset Number and Cost to Replace are populated for Refurbished items</p> <p><b>Note:</b> For Refurbished items, mouse hover over the equipment line to view the Asset Number, Cost to Replace and Warehouse</p> <ul style="list-style-type: none"> <li>• The Product Features tab displays by default  . Click other tab headings <a href="#">Specifications</a> <a href="#">Support</a> <a href="#">Accreditations</a> <a href="#">Classifications</a> to view additional product information</li> </ul> </li> <li>c. Click  or  to close the product View Details page</li> </ol>