

Catalog Help Guide

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Overview

1. Log on and create a shopping cart.
2. Change Default Settings, e.g., Account Assignment.

General Data

Buy on Behalf of: 93148

Name of shopping cart: ZOFFICEMGR 02/27/

Default Settings: [Set Values](#)

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date:

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data | **Account Assignment** | Internal Note

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution: Percentage

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account
0001		100.00	Cost Center	1010001002	

3. Click Add item and select the CCSD catalog needed.

Add Item | Copy | Paste | Duplicate | Delete

- Free Text
- CCSD Catalog - Custodial Services
- CCSD Catalog - General
- CCSD Catalog - Maintenance
- Library Books
- Pre-owned Textbooks & Workbooks
- Textbook Catalog

The first time you use a CCSD Catalog, you will be asked to acknowledge you read and accept the terms of the Ariba Privacy Statement and the Ariba Cookie Notice. Mark the checkbox and click OK. (Ariba is the maker of the new CCSD catalog system.)

Using the Catalog

- Search for items
- Select items and Add to Cart (Catalog)
- Review Cart
- Checkout (Transfer Items from Catalog Cart to SAP Shopping Cart)
- Order SAP Shopping Cart

Catalog Help Guide


1. Search for items

All Categories

Catalog Home / Purchasing Organization : (no value) / "scanner stand"

3 item(s) found View: Sort by

☐


☐  Stand Scanner Hands-free Adjustable
Supplier: American Barcode

2. Select items and Add to Cart (Catalog)

Catalog Home / Purchasing Organization : (no value) / Favorite : Pictures / "scanner"

3 item(s) found View: Sort by: Relevance

☐

☒  Stand Scanner Hands-free Adjustable
Supplier: American Barcode
Supplier Part #: HFSTAND7E
Available in: 14 Day(s)
Stand Scanner Hands-free Adjustable Flex Neck. Use with Scanner 108379
★


\$14.89 USD / each
Qty: 1
[Add to Favorites](#)

3. Review Cart

Catalog Home / Purchasing Organization : (no value) / Favorite : Pictures / "scanner"


3 item(s) found View: Sort by: Relevance

☐

☒  Stand Scanner Hands-free Adjustable
Supplier: American Barcode

SH1234 ZOFFICEMGR : April 10, 2018

✓ This item has been recently added

 Stand Scanner Hands- free Adjustable 1 x \$14.89 USD

\$14.89


If you are not ready to review the cart, click the X in the upper right corner of the Review Cart pop-up window to continue shopping.

SH1234 ZOFFICEMGR : April 10, 2018


✓ This item has been recently added

Catalog Help Guide


4. Cart Review Screen – allows for verifying and editing before ordering

Shopping Cart SH1234 : ZOFFICEMGR : April 10, 2018  [Close Cart](#) [Continue Shopping](#) [Checkout](#)

1 Item Total [Show Details](#)

No.	Type	Description	Qty	Unit	Price	Amount
1		Stand Scanner Hands-free Adjustable	1	each	\$14.89 USD	\$14.89 USD

[Edit](#) [Delete](#) [Update Total](#)


 [Close Cart](#) [Continue Shopping](#) [Checkout](#)

Cart Summary


American Barcode (1)	\$14.89 USD
Subtotal (1 item)	\$14.89 USD

5. Update Total once editing is complete


6. Click Continue Shopping to add more items before checking out

Shopping Cart SH1234 : ZOFFICEMGR : April 10, 2018  [Close Cart](#) [Continue Shopping](#) [Checkout](#)

1 Item Total [Show Details](#)

No.	Type	Description	Qty	Unit	Price	Amount
1		Stand Scanner Hands-free Adjustable	1	each	\$14.89 USD	\$14.89 USD


[Edit](#) [Delete](#) [Update Total](#)

 [Close Cart](#) [Continue Shopping](#) [Checkout](#)



Cart Summary

American Barcode (1)	\$14.89 USD
Subtotal (1 item)	\$14.89 USD


7. Checkout: Transfer Items from the catalog cart to your SAP Shopping Cart.

Shopping Cart SH1234 : ZOFFICEMGR : April 10, 2018  [Close Cart](#) [Continue Shopping](#) [Checkout](#)

2 Items Total [Show Details](#)

No.	Type	Description	Qty	Unit	Price	Amount
1		Stand Scanner Hands-free Adjustable	1	each	\$14.89 USD	\$14.89 USD
2		Paper 11x17 Offset 60lb White	1	ream	\$10.69 USD	\$10.69 USD

[Edit](#) [Delete](#) [Update Total](#)

 [Close Cart](#) [Continue Shopping](#) [Checkout](#)

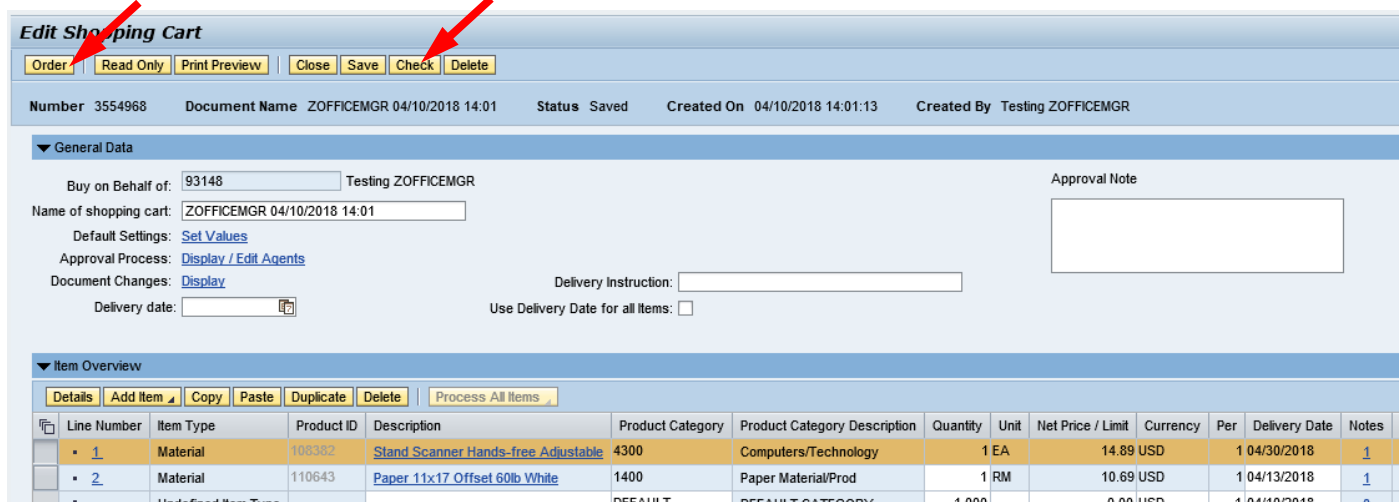
Cart Summary

American Barcode (1)	\$14.89 USD
Kelly Paper Com... (1)	\$10.69 USD
Subtotal (2 items)	\$25.58 USD

Catalog Help Guide

8. Process and Order Shopping Cart.

Always Check your shopping cart before you place your order.



Edit Shopping Cart

Order Read Only Print Preview Close Save Check Delete

Number 3554968 Document Name ZOFFICEMGR 04/10/2018 14:01 Status Saved Created On 04/10/2018 14:01:13 Created By Testing ZOFFICEMGR

General Data


Buy on Behalf of: 93148 Testing ZOFFICEMGR

Name of shopping cart: ZOFFICEMGR 04/10/2018 14:01

Default Settings: [Set Values](#)

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date: 

Delivery Instruction:

Use Delivery Date for all Items: ☐

Approval Note

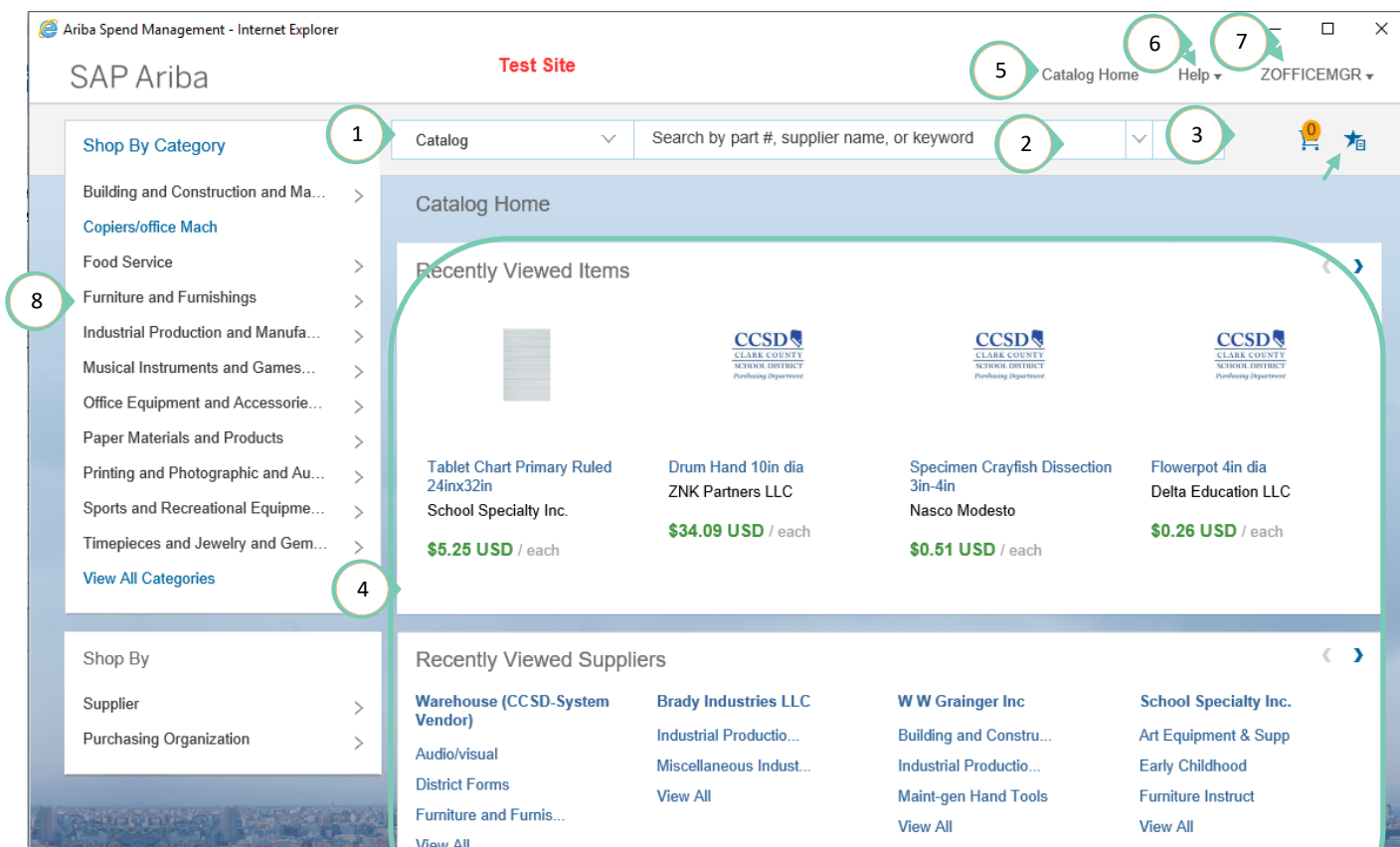
Item Overview





Details Add Item Copy Paste Duplicate Delete Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes
1	Material	100302	Stand Scanner Hands-free Adjustable	4300	Computers/Technology	1	EA	14.89	USD	1	04/30/2018	1
2	Material	110643	Paper 11x17 Offset 60lb White	1400	Paper Material/Prod	1	RM	10.69	USD	1	04/13/2018	1
	Undefined Item Type			DEFAULT	DEFAULT CATEGORY	1	000	0.00	USD	1	04/10/2018	0

Catalog Help Guide

Catalog Format



- 1 Search through all categories by part #, supplier name, keyword, or product ID, etc.
- 2 The search pull-down menu lets you save the current search and shows your previously saved searches.
- 3 Icons let you review or check out the cart  or manage your favorites .
- 4 Provides quick access to common items. Use the arrows   to page through the contents of each section:
 - Recently Viewed Items shows the 12 catalog items you viewed most recently. Click an item to open it.
 - Recently Viewed Suppliers shows 12 suppliers whose items have been viewed most recently. Click a supplier or supplier category to see the items offered.
 - Favorites shows up to 12 folders of items you marked as favorites. Click a folder to see the items in it. The Favorites section is displayed only if you have items marked as favorites.
 - Categories with the Most Items shows the 12 categories that contain the most items. Click a category to display the items offered
- 5 Return to the catalog home.
- 6 Ariba Help is not used at CCSD.
- 7 User menu lets you
 - Exit the catalog and return to the SAP shopping cart
 - Change the theme (Dark Theme, Light Theme, Black Theme)
- 8 You can shop by category or supplier.

Catalog Search Results


The screenshot shows a catalog search results page. The breadcrumb trail at the top reads: [Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / [Favorite : Pictures](#). Below this, the search results are displayed in a list view. The left sidebar contains filters for Keyword, Supplier, Manufacturer, Price, and Contract ID. The main content area shows three items: a Computer Laptop MacBook Air 13, a Stand Scanner Hands-free Adjustable, and a Scanner Bar Code Library Wireless. Each item has a checkbox, a small image, a title, supplier information, and a price. The price for the Stand Scanner is \$14.89 USD / each. The price for the Scanner Bar Code is \$1,199.00 USD / each. The page also includes buttons for 'Add to Cart', 'Compare Items', and 'Add to Favorites'.

- 1 Shows your catalog search navigation path as a breadcrumb trail. Click a link in the breadcrumb trail to return to the search results from an earlier point in the path or go back to Catalog Home.
- 2 Indicates the number of items found
- 3 View results in a list or a grid.
- 4 Sort by relevance, price, item name, or best selling items.
- 5 You can change how many items are displayed on one page.
- 6 Page through the results.
- 7 Icons represent item attributes. For example, a star ★ indicates that the item is a favorite item.

Click the image or item description to see more details.

This block shows a close-up of the 'Stand Scanner Hands-free Adjustable' item. A red arrow points to the small image of the scanner, and another red arrow points to the item title. The text below the title includes the supplier 'American Barcode', the supplier part number 'HFSTAND7E', and the availability '14 Day(s)'. The full item description 'Stand Scanner Hands-free Adjustable Flex Neck. Use with Scanner 108379' is partially visible at the bottom.

[Back](#) |
 [Catalog Home](#) /
 [Purchasing Organization : \(no value\)](#) /
 [Computers/technology](#) /
 [Miscellaneous Computers/technology](#)



[Enlarge](#)

Stand Scanner Hands-free Adjustable

Supplier: [American Barcode](#)
 Supplier Part #: HFSTAND7E
 Manufacturer: Honeywell
 Manufacturer Part #: HFSTAND7E
 Available in: 14 Day(s)

\$14.89 USD /
 each

Qty:
[Add to Cart](#)

[Favorites](#)

Product Description

Stand Scanner Hands-free Adjustable Flex Neck. Use with Scanner 108379

Product Specifications

Price:	\$14.89 USD
Supplier:	American Barcode
Supplier Part #:	HFSTAND7E
Manufacturer:	Honeywell
Manufacturer Part #:	HFSTAND7E
Available in:	14 Day(s)
Type:	STANDARD
Contract ID:	7000004893
Contract Line Item:	3
Gross Weight:	0.001
Grouping:	PROCUREMENT
Manufacturer ID:	900433
Product Category:	4300
Product Category Description:	Computers/Technology
Product ID:	108382
Unit Weight:	LB

SAP Ariba

ZFSSUPERUSER (ZFSSUPERUSER) last visit 4/27/2018 10:50 AM | Clark County School District - TEST | C108_UI3

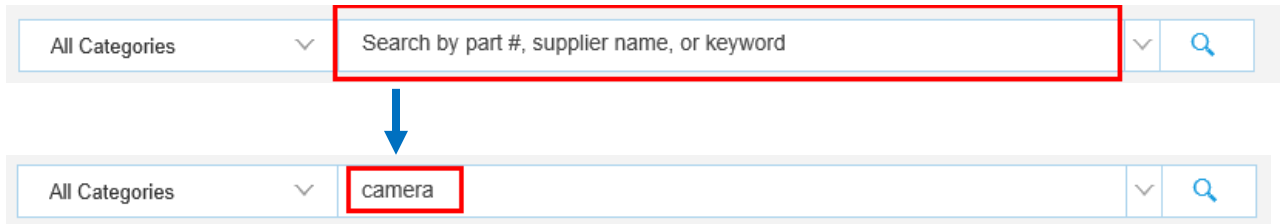
[Security Disclosure](#)
[Privacy Statement](#)
[Cookie Statement](#)

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Search Techniques

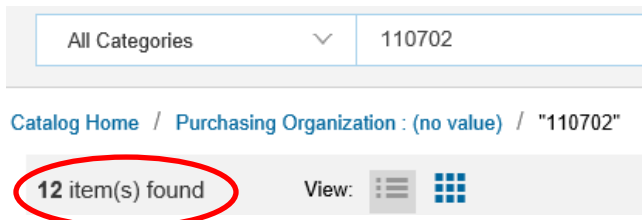
1. Search for items using the search text box:

The search text box allows you to enter specific text strings to search. You can search by keyword, supplier, part number, and so on.



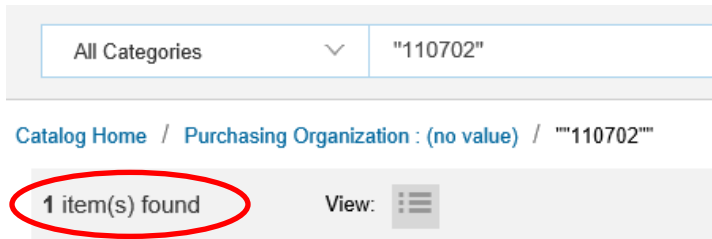
The diagram illustrates the search process. The first screenshot shows the search bar with the placeholder text "Search by part #, supplier name, or keyword". A blue arrow points down to the second screenshot, which shows the same search bar with the word "camera" entered.

If you type in a word or number, the search results will return items that match **and** items that are close. For example, if you type in product ID 110702, the results will include items with product IDs 110702, 110722, 110709, etc.



The screenshot shows the search results for "110702". The search bar displays "110702". Below the search bar, the breadcrumb trail reads "Catalog Home / Purchasing Organization : (no value) / "110702"". The results section shows "12 item(s) found" circled in red, followed by "View:" and two icons (list and grid).

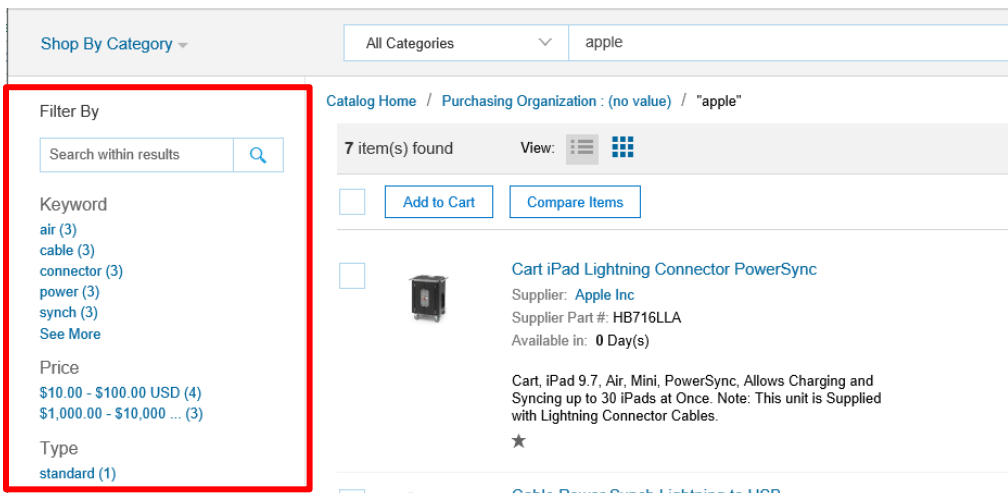
If you want an exact match, put quotes around what you are searching for, for example, "110702".



The screenshot shows the search results for "\"110702\"". The search bar displays "\"110702\"". Below the search bar, the breadcrumb trail reads "Catalog Home / Purchasing Organization : (no value) / "\"110702\"". The results section shows "1 item(s) found" circled in red, followed by "View:" and two icons (list and grid).

2. Refine the Search

If the catalog search has results, use the **Filter By** section to the left of the results. You can filter by clicking a link, or entering text in the **Filter By** text box.

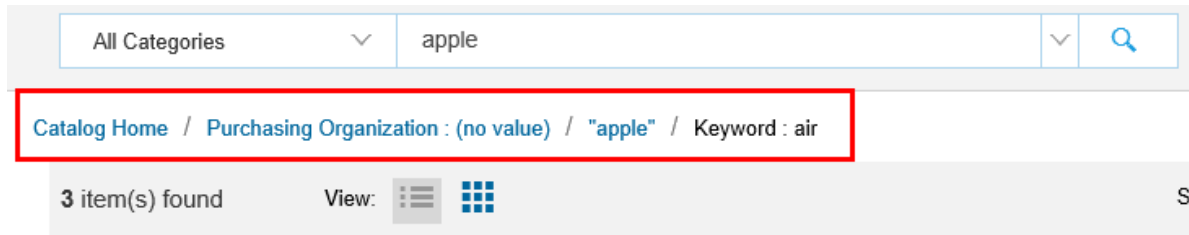


The screenshot shows the search results for "apple". The search bar displays "apple". Below the search bar, the breadcrumb trail reads "Catalog Home / Purchasing Organization : (no value) / "apple"". The results section shows "7 item(s) found" and "View:" with list and grid icons. The "Filter By" section on the left is highlighted with a red box and contains a search box, a list of filters (Keyword, Price, Type), and a "See More" link.

Catalog Help Guide

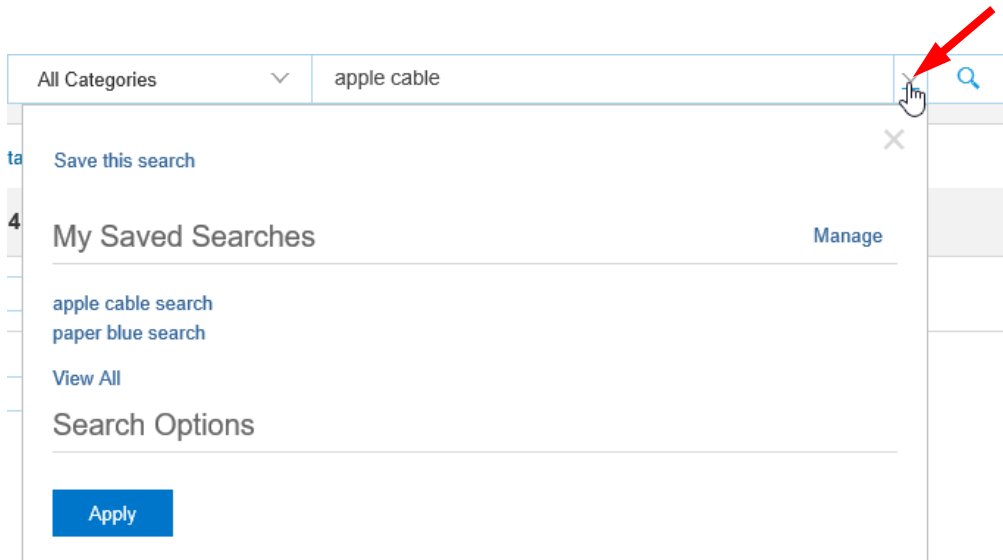
3. Using Breadcrumbs

When you search for items and refine the results, your catalog search navigation path is displayed as a breadcrumb trail. Click a link in the breadcrumb trail to return to the search results from an earlier point in the path. Click Catalog Home to start your search over.

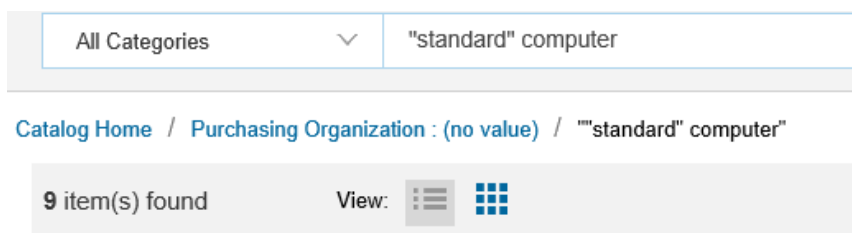


4. Advanced Search.

Click the search pull-down menu to display or manage saved searches. Search Options is not used.



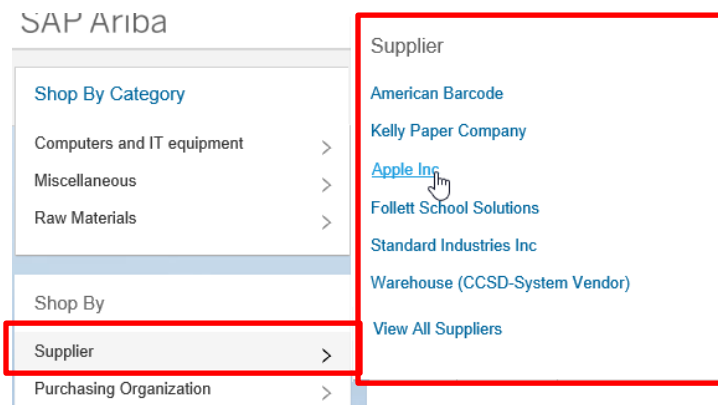
5. Search for item by *Type*. (Easily locates Standard items, especially combined with another search.)



Catalog Help Guide

6. Search by *Supplier Name*. The Supplier is who we buy the product from.

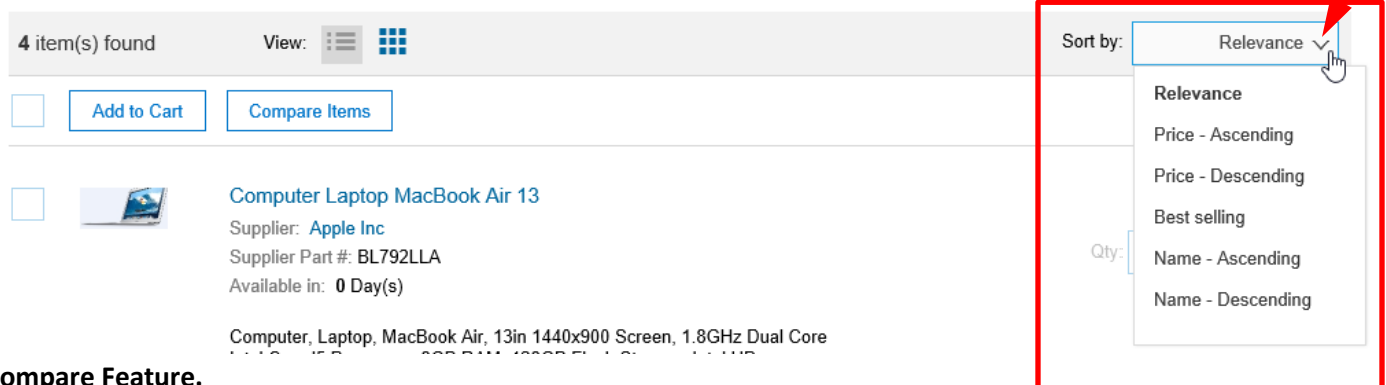
Hover over Supplier then select from the Supplier menu.



7. Sort

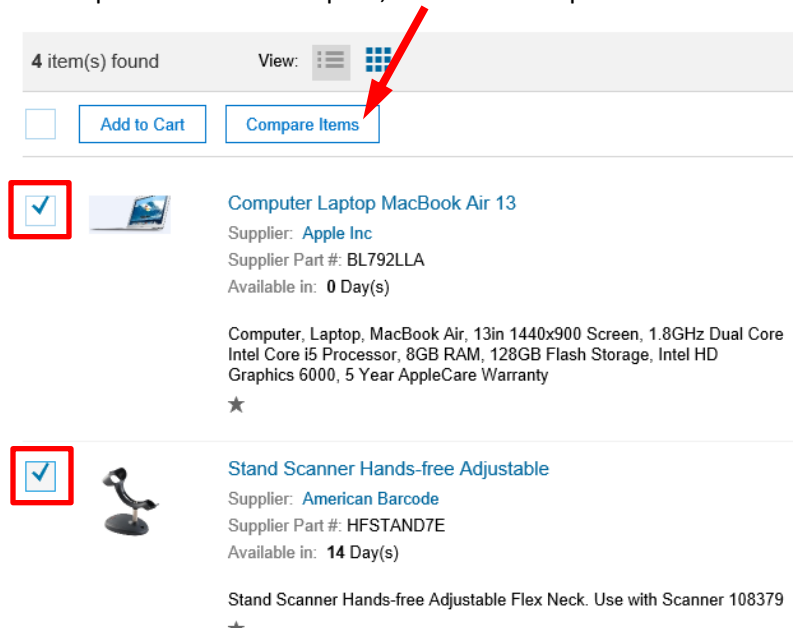
Sort by relevance, price, item name, or best selling items.

[Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / [Favorite : Pictures](#)



8. Compare Feature.

Select up to 3 items to compare, then click Compare Items:





Catalog Help Guide

Result of Compare:

Compare

[Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / [Favorite : Pictures](#) / Compare

[Continue Shopping](#)

	<div>Computer Laptop MacBook Air 13</div> <div></div> <div>Enlarge ▾</div> <div>★</div> <div>\$1,139.00 USD / each</div> <div>Qty: <input type="text" value="1"/> Add to Cart</div>	<div>Stand Scanner Hands-free Adjustable</div> <div></div> <div>Enlarge ▾</div> <div>★</div> <div>\$14.89 USD / each</div> <div>Qty: <input type="text" value="1"/> Add to Cart</div>
Price	\$1,139.00 USD	\$14.89 USD
Product Description	Computer, Laptop, MacBook Air, 13in 1440x900 Screen, 1.8GHz Dual Core Intel Core i5 Processor, 8GB RAM, 128GB Flash Storage, Intel HD Graphics 6000, 5 Year AppleCare Warranty	Stand Scanner Hands-free Adjustable Flex Neck. Use with Scanner 108379
Supplier	Apple Inc	American Barcode

9. Select All.

Check the checkbox above the list to select all items on the current page. If there are multiple pages of items, only the items on the current page will be selected.

[Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / [Favorite : Pictures](#)

4 item(s) found

View:



[Add to Cart](#)

[Compare Items](#)



Computer Laptop MacBook Air 13

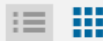
Supplier: [Apple Inc](#)

Uncheck the checkbox to deselect the items on the current page.

[Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / [Favorite : Pictures](#)

4 item(s) found

View:



[Add to Cart](#)

[Compare Items](#)



Computer Laptop MacBook Air 13



Supplier: [Apple Inc](#)

Catalog Help Guide


10. Add to Cart

a. Add all selected items to the Cart


Catalog Home / Purchasing Organization : (no value) / "stand scanner"

3 item(s) found View:   Sort by: Relevance ▾

☐ [Add to Cart](#) [Compare Items](#)

☒  **Stand Scanner Hands-free Adjustable**
Supplier: American Barcode
Supplier Part #: HFSTAND7E
Available in: 14 Day(s)
Stand Scanner Hands-free Adjustable Flex Neck. Use with Scanner 108379
★



\$14.89 USD / each
Qty: 1 [Add to Cart](#)
[Add to Favorites](#)

☒  **Scanner Bar Code Library**
Supplier: American Barcode
Supplier Part #: 1300G-2USB
Available in: 14 Day(s)
Scanner Bar Code Library Hand Held Linear Imager. Use with Stand 108382
★


\$123.98 USD / each
Qty: 1 [Add to Cart](#)
[Add to Favorites](#)

b. Add only this item to the Cart. (Ignore select checkboxes)


Catalog Home / Purchasing Organization : (no value) / "stand scanner"

3 item(s) found View:   Sort by: Relevance ▾

☐ [Add to Cart](#) [Compare Items](#)

☐  **Stand Scanner Hands-free Adjustable**
Supplier: American Barcode
Supplier Part #: HFSTAND7E
Available in: 14 Day(s)
Stand Scanner Hands-free Adjustable Flex Neck. Use with Scanner 108379
★


\$14.89 USD / each
Qty: 1 [Add to Cart](#)
[Add to Favorites](#)

☒  **Scanner Bar Code Library**
Supplier: American Barcode
Supplier Part #: 1300G-2USB
Available in: 14 Day(s)
Scanner Bar Code Library Hand Held Linear Imager. Use with Stand 108382
★

\$123.98 USD / each
Qty: 1 [Add to Cart](#)
[Add to Favorites](#)

SH1260 ZOFFICEMGR : April 11, 2018

✓ This item has been recently added

 **Stand Scanner Hands- free Adjustable**

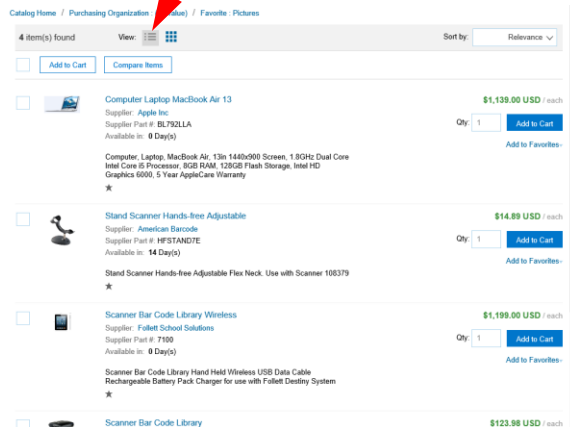
1 x \$14.89 USD

[Review Cart](#)

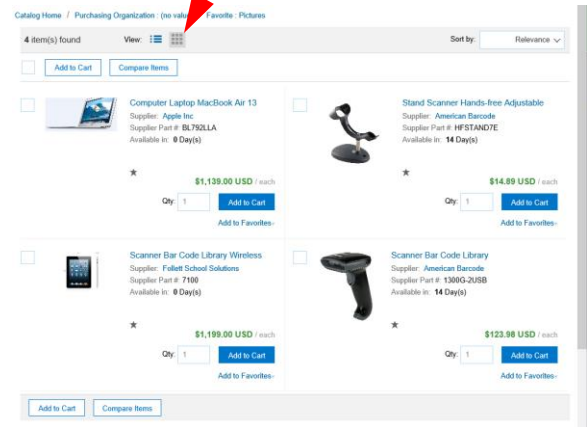
Catalog Help Guide

11. View Options.

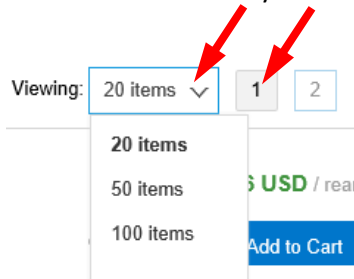
a. List View



b. Grid View




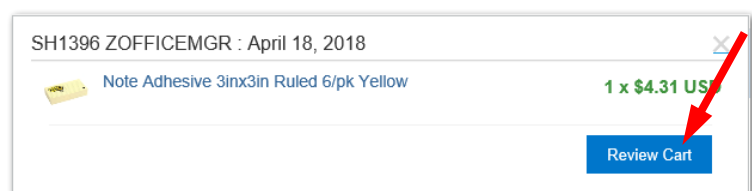
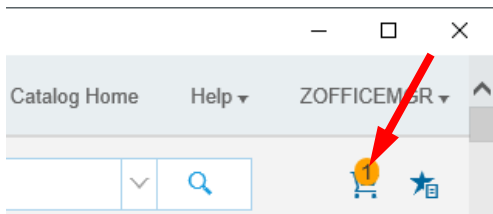
c. Choose how many items to display. Click the page number to move from page to page.



Review Catalog Cart

In the catalog, a cart stores the items you have selected for purchase. When you check out a cart, you transfer the items to the SAP shopping cart, and that catalog cart goes away.

To view the contents of the current cart, click the Cart icon , and then click Review Cart.



Catalog Help Guide

Review Cart

The screenshot shows the SAP Catalog Shopping Cart interface. At the top, there is a header with 'Shop By Category' and a search bar. Below the header, the 'Shopping Cart' section displays the cart name 'ZOFFICEMGR : April 18, 2018' and a list of items. The first item is 'Note Adhesive 3inx3in Ruled 6/pk Yellow' with a quantity of 1 and a price of \$4.31 USD. The '1 Item Total' is shown as \$4.31 USD. On the right, the 'Cart Summary' shows the 'Subtotal (1 item)' as \$4.31 USD. The interface includes buttons for 'Edit', 'Delete', 'Update Total', 'Show Details', 'Close Cart', 'Continue Shopping', and 'Checkout'. Numbered callouts (1-10) highlight specific features: 1. Change the catalog cart name; 2. Select and Edit an item; 3. Select and Delete an item; 4. Change the Quantity (Qty); 5. Update Total; 6. Show Details; 7. Print*; 8. Close Cart; 9. Continue Shopping; 10. Checkout.

No.	Type	Description	Qty	Unit	Price	Amount
1		Note Adhesive 3inx3in Ruled 6/pk Yellow	1	pack	\$4.31 USD	\$4.31 USD

Cart Summary	
Office Depot Inc (1)	\$4.31 USD
Subtotal (1 item)	\$4.31 USD

1. Change the catalog cart name (will not change the SAP shopping cart name)
2. Select and Edit an item, changing Quantity only
3. Select and Delete an item
4. Change the Quantity (Qty)
5. Update Total after you have made changes
6. Show Details, more information for each item
7. Print*. This only prints the items in the current catalog cart. It does not show items that have already been transferred to the SAP Shopping Cart.
8. Close Cart, with additional options
 - a. **Return** to the current cart without closing it
 - b. **Delete** the current cart and go to the Catalog Home page
9. Continue Shopping
10. Checkout, transfer items to the SAP Shopping Cart

Catalog Help Guide

* Result of Print:

The print only shows items in the current catalog cart. It does not show items that have already been transferred to the SAP Shopping Cart.

ZOFFICEMGR : JUNE 5, 2018

REQUISITION NO. SH2393

Issued: Tuesday, June 5, 2018 PDT, Created: Tuesday, June 5, 2018 PDT by ZOFFICEMGR

COMPOSING

LINE ITEMS

SUPPLIER:
Kelly Paper Company

TOTAL AMOUNT
\$10.69 USD

PLANT:
Ariba

BILL TO:
Ariba

GL Account:

Cost Center:

Project/WBS:

Asset Number:

Internal Order:

LINE ITEM DETAILS (1 LINE ITEM)

NO.	DESCRIPTION	PART NUMBER	QTY	NEED-BY DATE	UNIT PRICE	AMOUNT
1	Paper 11x17 Offset 60lb White	22054A	1 ream	-	\$10.69 USD	\$10.69 USD

Full Description: Paper, 11in x 17in, Offset, 60lb, 250 sheets/ream, White

NOT VALID PO: *** NOT VALID PO *** NOT VALID PO *** NOT VALID PO *** NOT VALID PO *** NOT VALID PO

TOTAL AMOUNT
\$10.69 USD

Preview of Approvals

No Approval Requests

Tips and Tricks

1. 15 minute rule

- When order shopping carts, be sure to Review Cart and Checkout (transfer items) every 15 minutes. This will help keep the system active and avoid sessions timing out.
- Select items and Add to Cart.

Shop By Category ▾

All Categories ▾ stand scanner ▾ 🔍

0 🛒 5 ⭐ 5 📄

Filter By

Search within results 🔍

Keyword

wireless (1)

usb (1)

system (1)

rechargeable (1)

pack (1)

See More

Supplier

American Barcode (2)

Follett School ... (1)

Price


Catalog Home / Purchasing organization : (no value) / "stand scanner"

3 item(s) found

View: 📄 📊

Sort by: Relevance ▾

☐ Add to Cart Compare Items

☒ 

Stand Scanner Hands-free Adjustable

Supplier: American Barcode

Supplier Part #: HFSTAND7E

Available in: 14 Day(s)

Stand Scanner Hands-free Adjustable Flex Neck. Use with Scanner 108379

★

\$14.89 USD / each

Qty: 1

Add to Cart


Add to Favorites ▾

Catalog Help Guide

c. Review Cart

SH1260 ZOFFICEMGR : April 11, 2018

✓ This item has been recently added

 Stand Scanner Hands- free Adjustable

1 x \$14.89 USD

[Review Cart](#)

d. Checkout (Transfer items) from Catalog Cart every 15 minutes.

Shopping Cart SH1238 : [ZOFFICEMGR : April 10, 2018](#) [Print](#) [Close Cart](#) [Continue Shopping](#) [Checkout](#)

1 Item Total [Show Details](#)

No.	Type	Description	Qty	Unit	Price	Amount
1		Stand Scanner Hands-free Adjustable	1	each	\$14.89 USD	\$14.89 USD

[Edit](#) [Delete](#) [Update Total](#)

[Print](#) [Close Cart](#) [Continue Shopping](#) [Checkout](#)

Cart Summary

American Barcode (1)	\$14.89 USD
Subtotal (1 item)	\$14.89 USD

e. Checkout (transferring items) allows you to Order, Save, or continue shopping from the catalog. Always check your shopping cart before you place your order.

Edit Shopping Cart

[Order](#) [Read Only](#) [Print Preview](#) [Close](#) [Save](#) [Check](#) [Delete](#)

Number 3554968 Document Name ZOFFICEMGR 04/10/2018 14:01 Status Saved Created On 04/10/2018 14:01:13 Created By Testing ZOFFICEMGR

▼ General Data

Buy on Behalf of: 93148 Testing ZOFFICEMGR

Name of shopping cart: ZOFFICEMGR 04/10/2018 14:01

Default Settings: [Set Values](#)

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date:

Delivery Instruction:

Use Delivery Date for all items: ☐

Approval Note

▼ Item Overview

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
1	Material	108382	Stand Scanner Hands-free Adjustable	4300	Computers/Technology	1	EA	14.89	USD
	Undefined Item Type			DEFAULT	DEFAULT CATEGORY	1.000		0.00	USD

f. Save the SAP shopping cart, then Edit it and go back to the catalog for more items.

Catalog Help Guide

New Features

The following applies for the general user.

Favorites Folders or Saved Searches can be viewed by a user, no matter which catalog they are working with. However, the items in the folders or searches are associated with specific catalogs and can only be used when you are working with that catalog.

For example, the name of a favorites folder of items from the Custodial catalog can be seen when you are working in the General catalog, but the items in it cannot be used. You can only use those items when you are working in the Custodial catalog. Note: you can see all folders and items when you manage favorites folders.

Favorites Folders

You can use catalog favorite folders to organize favorite items in up to 12 different folders. For example, you might have a favorites folder for office supplies that you order frequently.

When working with favorite folders, you can:

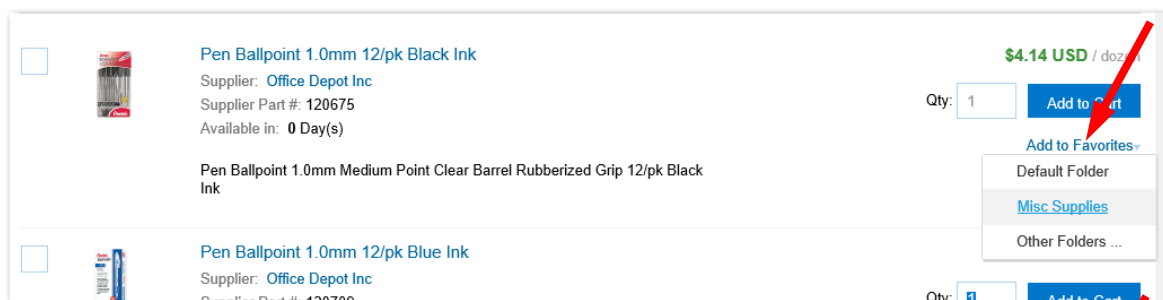
- Add items directly to a folder
- Add the contents of a folder to the cart
- Manage favorites folders

Note: You do not have permissions to share your favorites folders with other users.

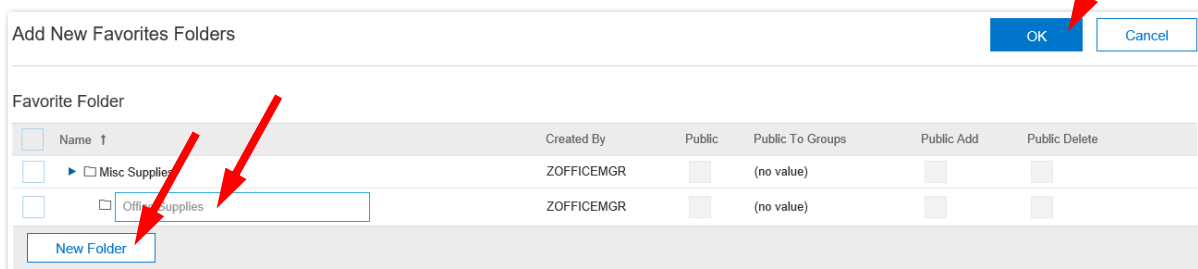
Add items to a folder

On the catalog search results page, click the Add to Favorites link for the item.

Click Default Folder to add the item to the default favorites folder, or click the name of the folder to which you want to add the item or click Other Folders to add item to a new folder.

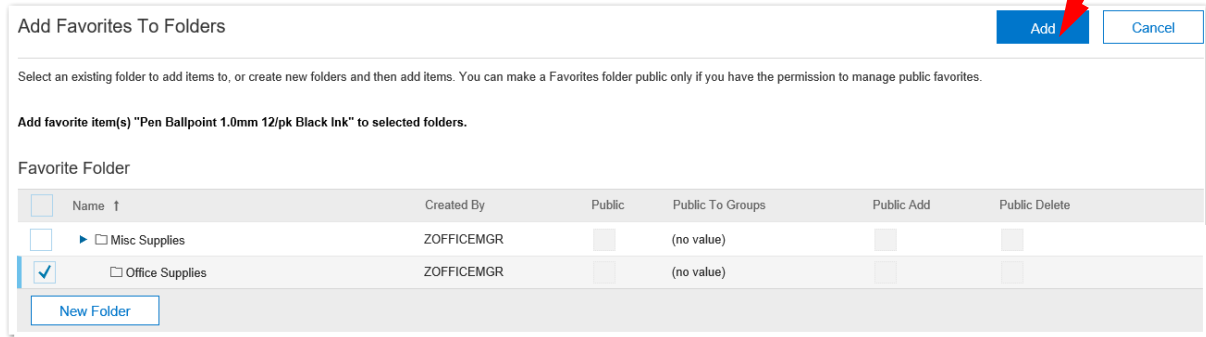


Click Other Folders, and then click New Folder, name the folder, and click OK.



Catalog Help Guide

Click Add.



Add Favorites To Folders

Select an existing folder to add items to, or create new folders and then add items. You can make a Favorites folder public only if you have the permission to manage public favorites.

Add favorite item(s) "Pen Ballpoint 1.0mm 12/pk Black Ink" to selected folders.

Favorite Folder

<input type="checkbox"/>	Name ↑	Created By	Public	Public To Groups	Public Add	Public Delete
<input type="checkbox"/>	► Misc Supplies	ZOFFICEMGR	<input type="checkbox"/>	(no value)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Office Supplies	ZOFFICEMGR	<input type="checkbox"/>	(no value)	<input type="checkbox"/>	<input type="checkbox"/>

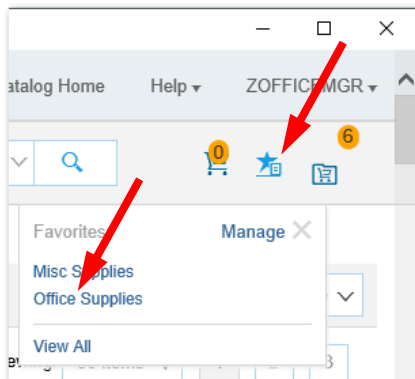
[New Folder](#)

After an item has been added to a favorites folder, it will have a star ★ below the description.



Add the contents of a folder to the cart

Click the Favorites icon ★ in the upper right corner and select a folder.

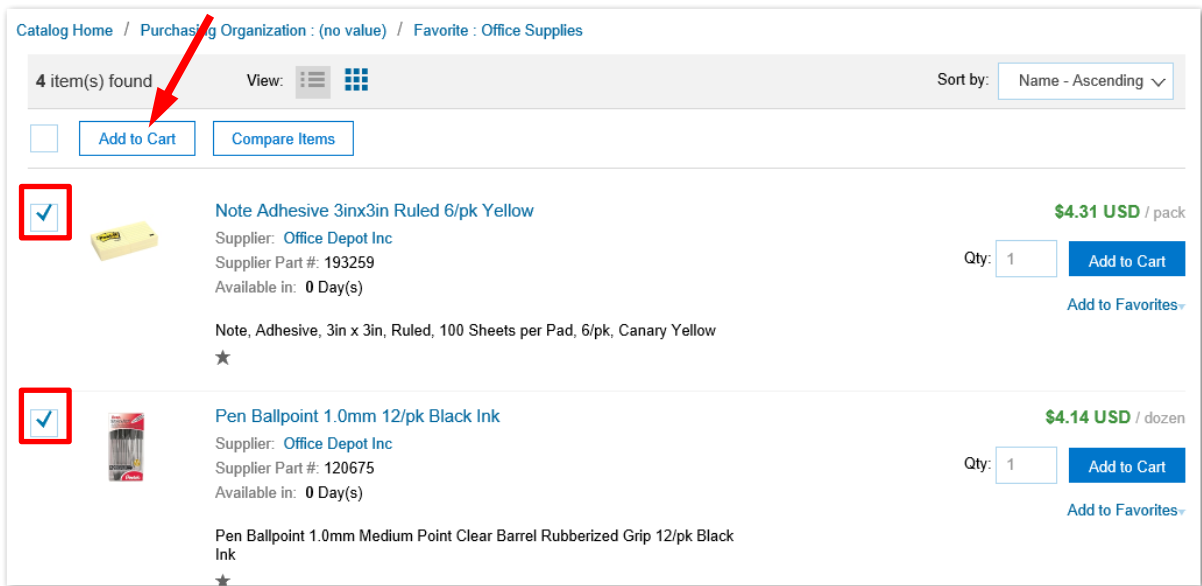


You can also click the favorites folder in the Favorites area on the Catalog Home page




Catalog Help Guide

Select the items you want and click Add to Cart.



Managing Favorites Folders

1. In the catalog, click the favorites icon  on the toolbar.
2. Click Manage.
The Organize Favorites page opens.
3. Perform any of the following actions:
 - To edit a folder, select its check box, click Edit Folders, make the changes, and click OK.
 - To delete a folder, select its check box and click Delete.
 - To delete an item from a folder, select its check box and click Delete.
 - To create a new folder, click New Folder, enter a name for the folder, select the desired options, and click OK.
 - To move an item from one folder to another, drag the item from its current location to its new folder.
4. To close the Organize Favorites page and return to the catalog, click Done.

Note: If an item’s description or price has changed since it was added as a favorite, it is updated with current information when you add it to the cart.

Organize Favorites

Done

Create, modify, or delete Favorites folders. Delete items from Favorite folders, or move items among folders by dragging the items. You can make a folder public only if you have the permission to manage public favorites.

Favorite Folder

<input type="checkbox"/>	Name ↑	Created By	Public	Public To Groups	Public Add	Public Delete
<input type="checkbox"/>	▶ Misc Supplies	ZOFFICEMGR	<input type="checkbox"/>	(no value)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	▶ Office Supplies	ZOFFICEMGR	<input type="checkbox"/>	(no value)	<input type="checkbox"/>	<input type="checkbox"/>

↳ Edit Folders Delete New Folder

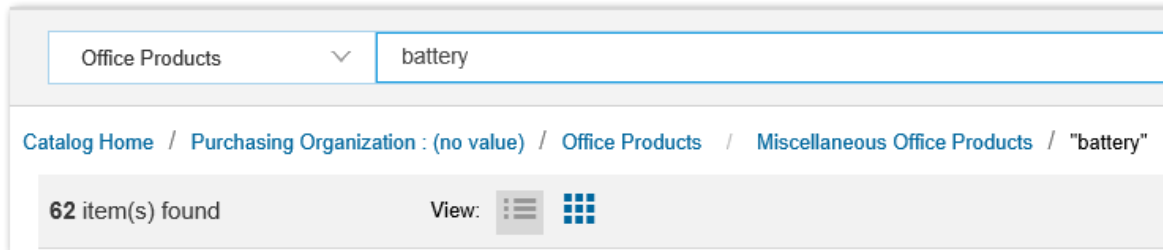
Catalog Help Guide

Save Searches

You can save catalog search criteria in order to repeat the same search later.

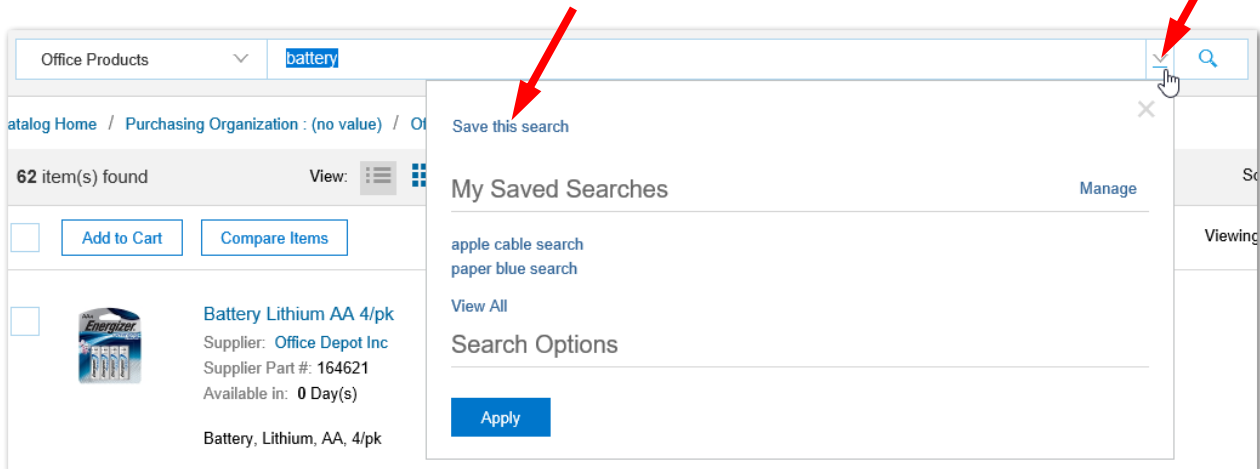
Search for an item

In this example, Shop by Category > Office Products > Miscellaneous Office Products, then enter battery in the search bar. The search returned 62 items.



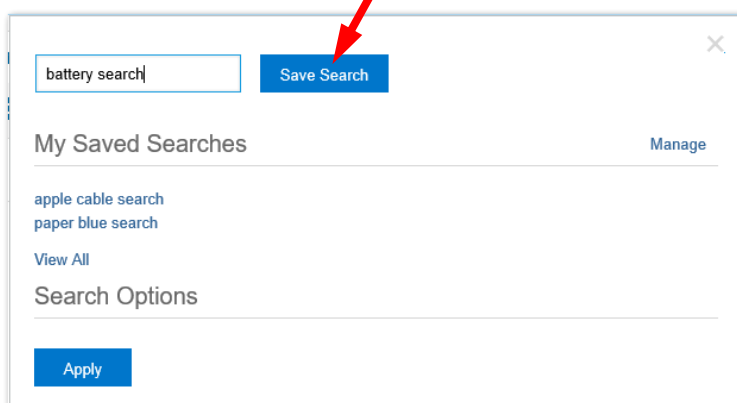
Save the search

Click the search pull-down menu, then click Save this search



You can rename the search or use the default name.

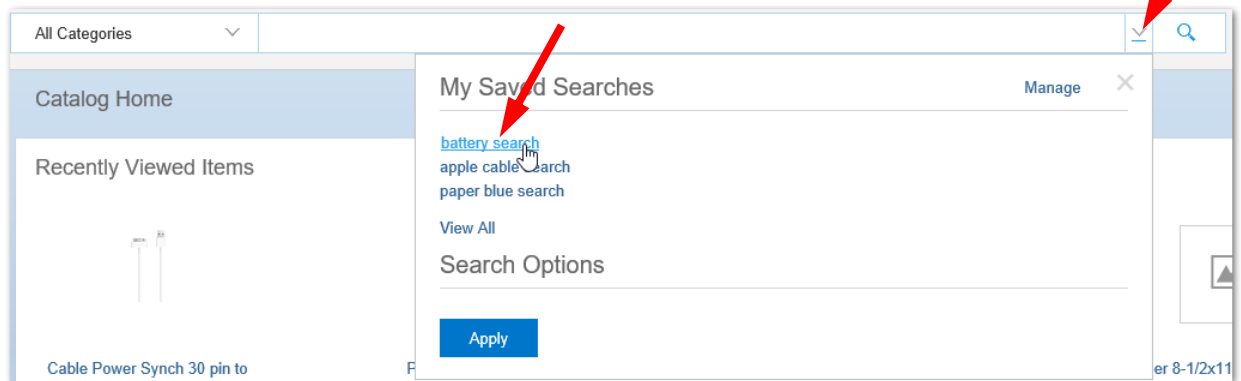
Click Save Search.



Catalog Help Guide

Using a Saved Search

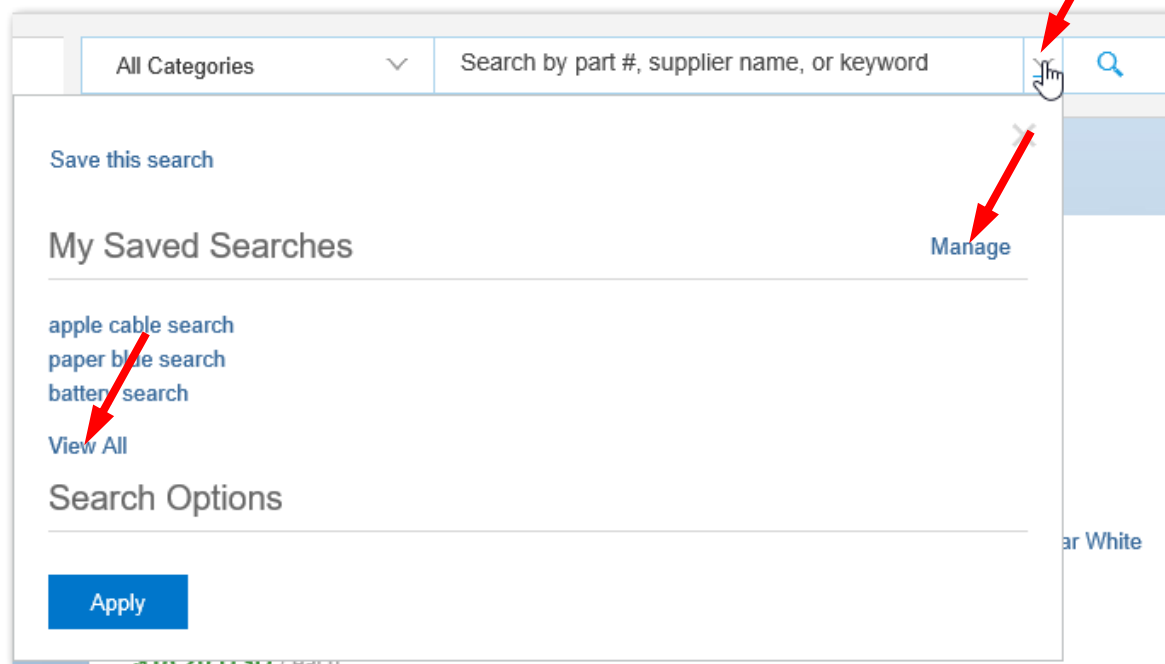
Click the search pull-down menu, then click the desired search name



Manage Saved Searches

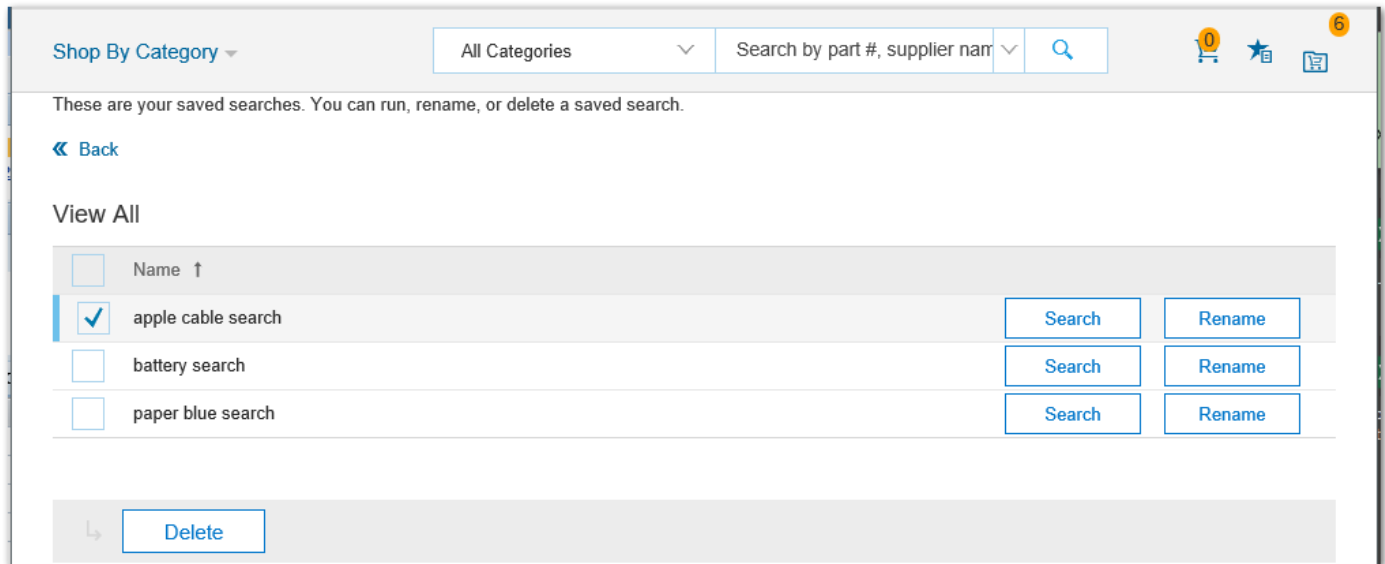
Click the search pull-down box menu

Click Manage or View All. Both go to the same view.



Catalog Help Guide

You can use a saved search, rename it, or delete it.



Shop By Category ▾ All Categories ▾ Search by part #, supplier name ▾ 🔍

These are your saved searches. You can run, rename, or delete a saved search.

◀ Back

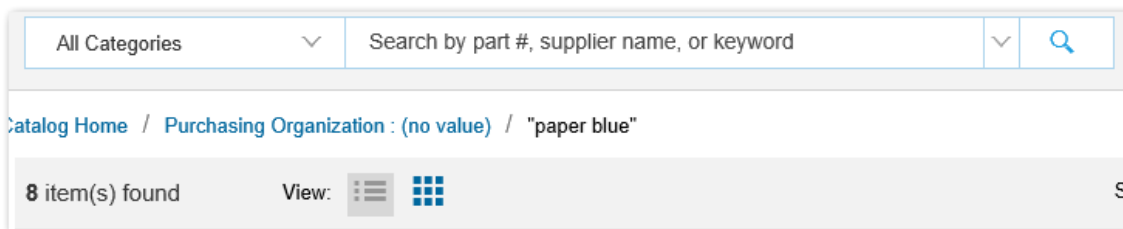
View All

<input type="checkbox"/> Name ↑		
<input checked="" type="checkbox"/> apple cable search	Search	Rename
<input type="checkbox"/> battery search	Search	Rename
<input type="checkbox"/> paper blue search	Search	Rename

🗑️ [Delete](#)



Select a search then click [Delete](#).

Click [Search](#) to use the saved search.



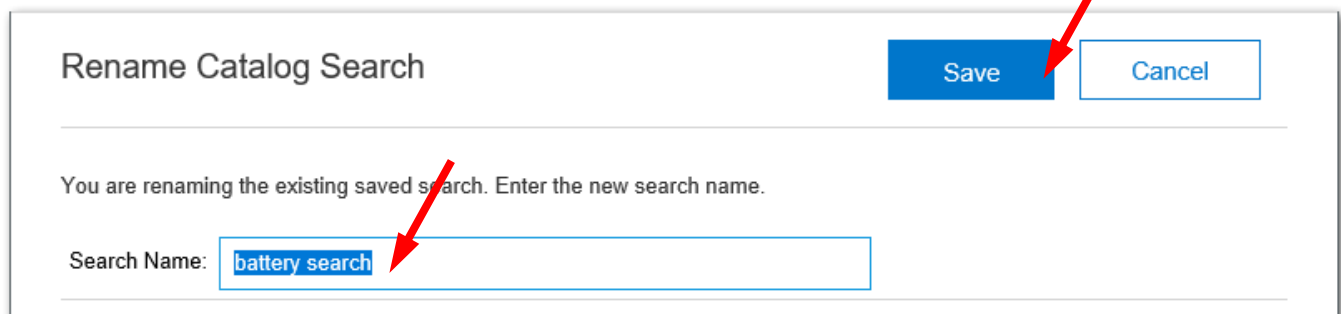
All Categories ▾ Search by part #, supplier name, or keyword ▾ 🔍

[Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / "paper blue"

8 item(s) found View:  

Click [Rename](#) to rename the saved search.

Change the name, then click Save.



Rename Catalog Search [Save](#) [Cancel](#)

You are renaming the existing saved search. Enter the new search name.

Search Name: