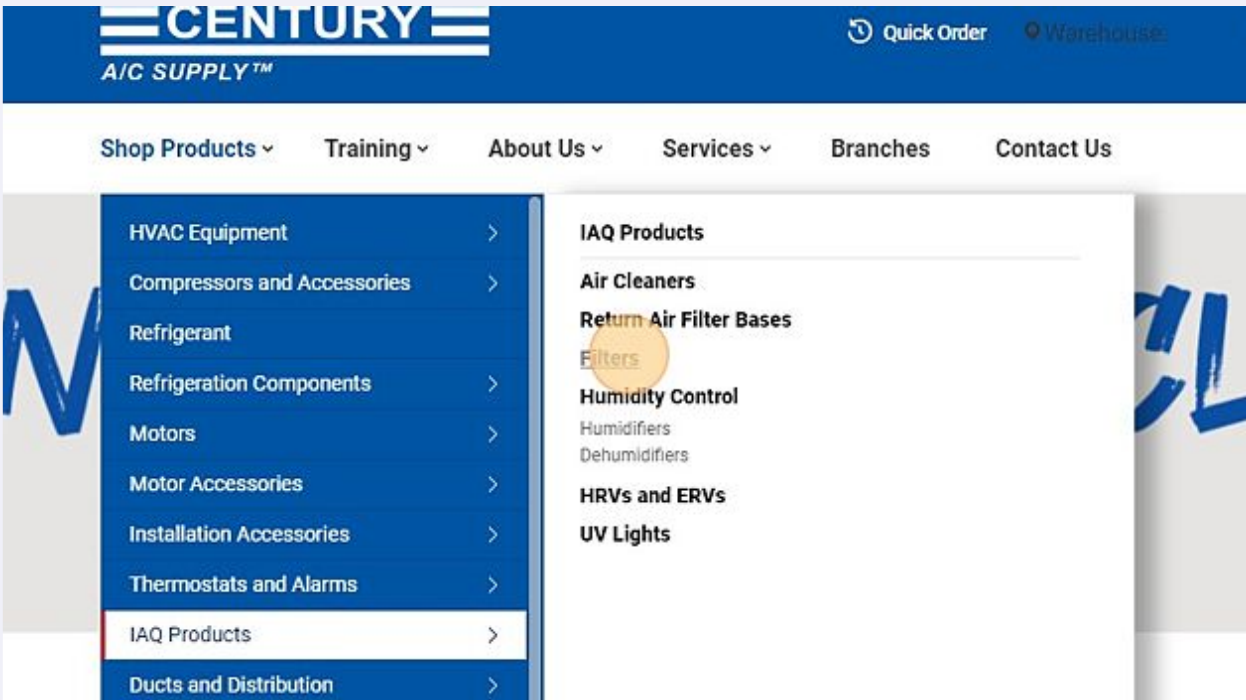





# Creating a Worksheet from Product View

Create custom shopping lists to quickly access commonly placed orders or groups of items to check out in just a few clicks.


1 Select a category to shop in the "Shop Products" tab.



2 Select a product to view full details.

 <input type="checkbox"/> Compare 200320 MEDIA 16X25 RPL FOR HW FC100A1029 <b>\$36.30 / EA</b> Quantity On Hand : 0 Network Quantity : 2 <input type="text"/> <input type="button" value="ADD TO CART"/>	 <input type="checkbox"/> Compare 200330 MEDIA 20X25 RPL FOR HW FC100A1037 <b>\$36.30 / EA</b> Quantity On Hand : 0 Network Quantity : 0 <input type="text"/> <input type="button" value="ADD TO CART"/>	 <input type="checkbox"/> Compare 200515 50070171-002 TRUEDRY FLTR <b>\$31.30 / EA</b> Quantity On Hand : 0 Network Quantity : 66 <input type="text"/> <input type="button" value="ADD TO"/>
---	--	---

3 Enter a quantity number.

	<b>Price</b> \$36.30 / EA
	Quantity <input type="text"/> Price per Product
	Select Warehouse <input type="text" value="Beltway (0)"/>
	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="Add To Cart"/> <input type="button" value="Add Item To Worksheet"/> <input type="button" value="Select A Worksheet"/>
<b>DOCUMENTS</b>	

4 Click "Select a Worksheet".

Price \$36.30 / EA

Quantity Price per Product

Select Warehouse Beltway (0) ▾

- 4 + Add To Cart

Add Item To Worksheet

Select A Worksheet ▾

5 Enter a worksheet name and add a comment/description.

Create New Worksheet

Enter Worksheet Name

Enter Comment

CREATE

bmcclore@centuryac.com

About Us

MEDIA 20X25 RPL

Search keyword or item #...

MEDIA 20X25X4.5

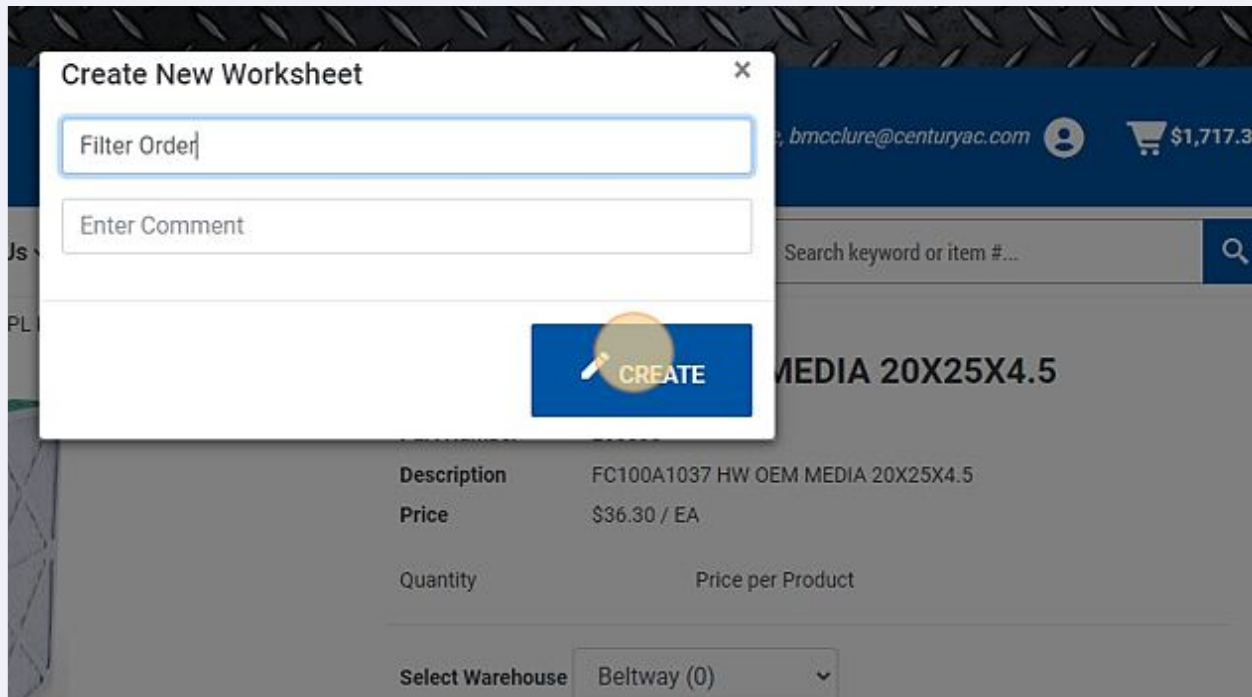
Description FC100A1037 HW OEM MEDIA 20X25X4.5

Price \$36.30 / EA

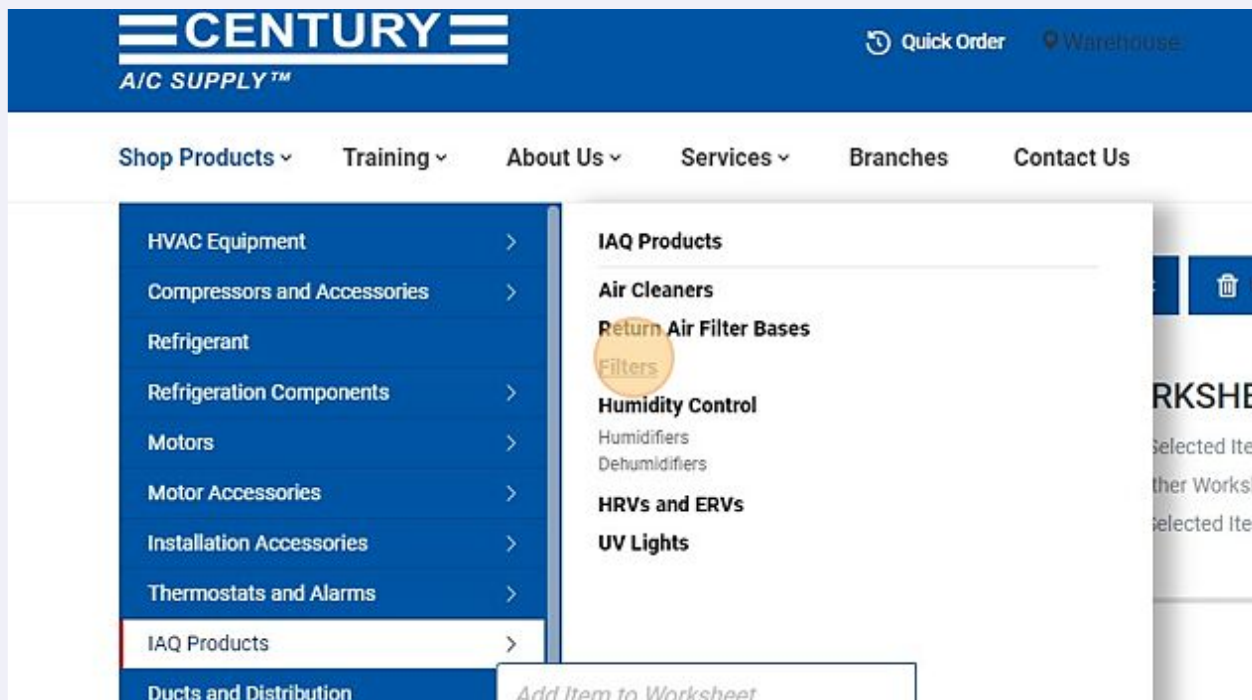
Quantity Price per Product

Select Warehouse Beltway (0) ▾

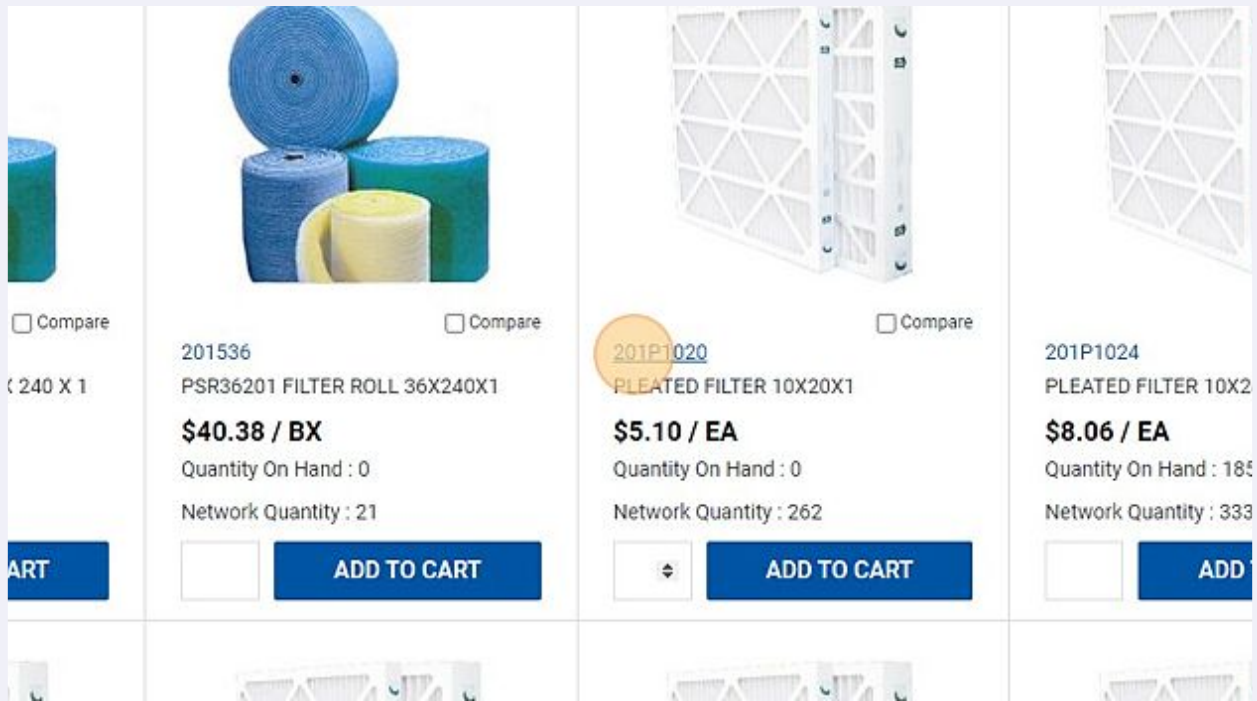
6 Click "Create" to create a new worksheet.



7 Select a category to shop in the "Shop Products" tab.

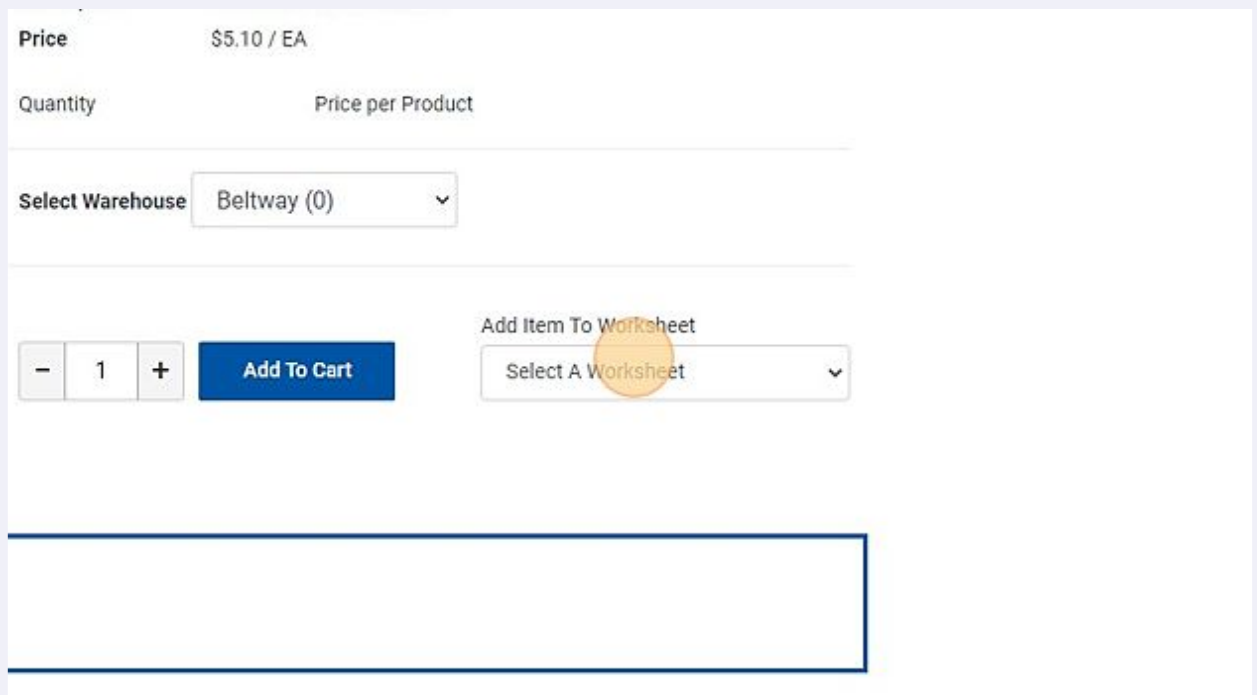


8 Select another product to view full details.



The image shows a grid of four product cards. The first card shows a roll of blue filter material. The second card shows three rolls of filter material (two blue, one yellow) and is titled '201536 PSR36201 FILTER ROLL 36X240X1' with a price of '\$40.38 / BX'. The third card shows a white pleated filter and is titled '201P1020 PLEATED FILTER 10X20X1' with a price of '\$5.10 / EA'. The fourth card shows another white pleated filter and is titled '201P1024 PLEATED FILTER 10X20X1' with a price of '\$8.06 / EA'. Each card includes a 'Compare' checkbox, a quantity input field, and an 'ADD TO CART' button.

9 Click "Select a Worksheet" to add item to an existing worksheet.



The image shows a product detail form. At the top, it displays 'Price \$5.10 / EA'. Below this, there are labels for 'Quantity' and 'Price per Product'. A 'Select Warehouse' dropdown menu is set to 'Beltway (0)'. At the bottom, there is a quantity selector with a minus sign, the number '1', and a plus sign, followed by a blue 'Add To Cart' button. To the right of this is a section titled 'Add Item To Worksheet' with a dropdown menu labeled 'Select A Worksheet'. A blue rectangular box is drawn at the bottom of the form.

10

When viewing your worksheet in your "My Account" page, click "Qty" to adjust product quantity.

Description	Price	Qty	
MEDIA 20X25 RPL FOR HW FC100A1037	\$36.30	<input type="text" value="4"/>	
PLEATED FILTER 10X20X1	\$5.10	<input type="text" value="1"/>	

[Update Worksheet](#) [Add Selected to Cart](#)

11

Click "Update Worksheet" to save new quantity number.

Item Number	Description	Price	Qty	
	MEDIA 20X25 RPL FOR HW FC100A1037	\$36.30	<input type="text" value="4"/>	
	PLEATED FILTER 10X20X1	\$5.10	<input type="text" value="6"/>	

[Update Worksheet](#) [Add Selected to Cart](#)



12

When you are ready to order from your worksheet, click the "Select All Items" field.

View Order History  
Import Shopping List  
View Item History  
View Open Quotes  
View Open Orders  
Change Warehouse  
Upload Orders  
Billtrust Account  
Credit Line Increase Request

Edit Comment

Add Item to Worksheet +

Select All Items

	Part Number	Description
<input type="checkbox"/>	200330	MEDIA 20X25 RPL FOR
<input type="checkbox"/>	201P1020	PLEATED FILTER 10X20

Delete Selected from Worksheet

13

Click "Add Selected to Cart". Your items will now appear in your shopping cart to check out.

	Price	Qty	
R HW FC100A1037	\$36.30	<input type="text" value="4"/>	
20X1	\$5.10	<input type="text" value="6"/>	

Update Worksheet Add Selected to Cart

CTOR RESOURCES

STAY UP TO DATE

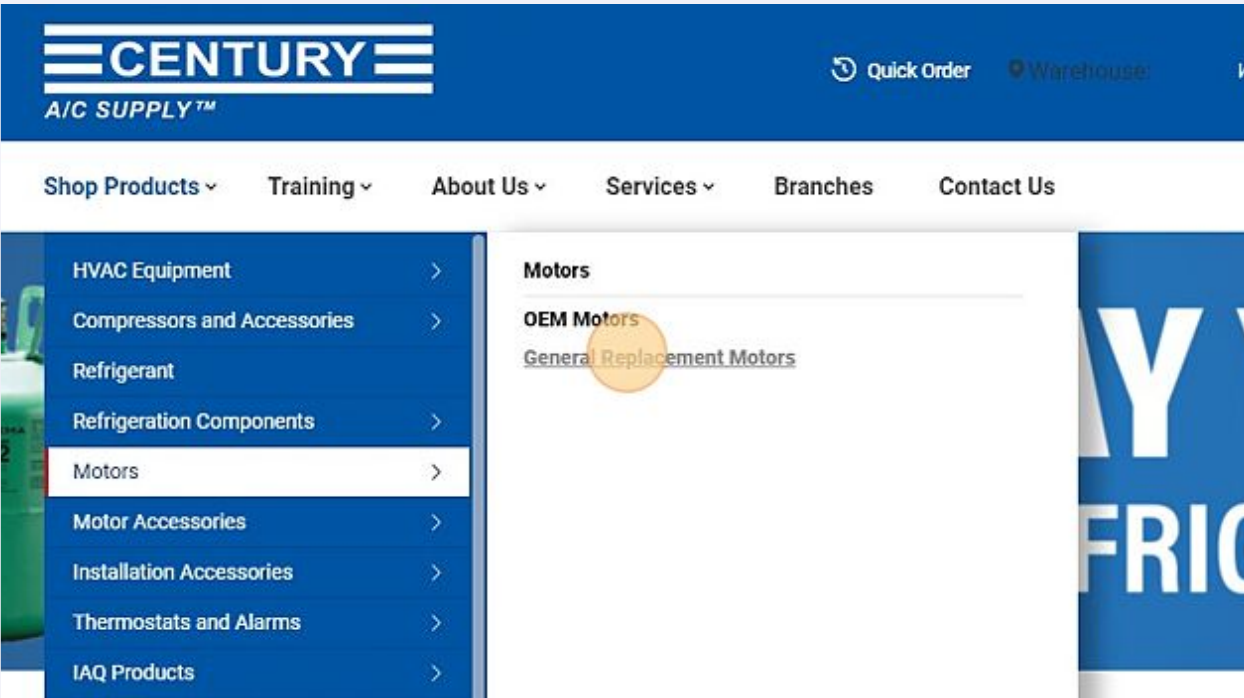




# Creating a Worksheet from Cart



Create custom shopping lists to quickly access commonly placed orders or groups of items to check out in just a few clicks.

1 Select a category to shop in the "Shop Products" tab.










2 Select a product to purchase and add a quantity number.


<input type="checkbox"/> Compare 001C1621 1859 1/6 230V 1075 TENC MTR 48fr <b>\$93.54 / EA</b> Quantity On Hand : 79 Network Quantity : 359 <input type="text" value="1"/> <b>ADD TO CART</b>	<input type="checkbox"/> Compare 001C1622 1901 1/6 230V 1075 RE MTR <b>\$183.50 / EA</b> Quantity On Hand : 4 Network Quantity : 36 <input type="text"/> <b>ADD T</b>
	

3 Click "Add to Cart".



<input type="checkbox"/> Compare 001C1621 1859 1/6 230V 1075 TENC MTR 48fr <b>\$93.54 / EA</b> Quantity On Hand : 79 Network Quantity : 359 <input type="text" value="6"/> <b>ADD TO CART</b>	<input type="checkbox"/> Compare 001C1622 1901 1/6 230V 1075 REV 5.1 TENC MTR <b>\$183.50 / EA</b> Quantity On Hand : 4 Network Quantity : 36 <input type="text"/> <b>ADD TO CART</b>
	


4 Select another product to purchase and add a quantity number.

 <input type="checkbox"/> Compare MTR	 <input type="checkbox"/> Compare 001E2520 1391 1/4 230V 1050 5IN REV 3SPD MTR <b>\$206.94 / EA</b> Quantity On Hand : 3 Network Quantity : 26 <input type="text"/> <b>ADD TO CART</b>	 <input type="checkbox"/> Compare 001E2521 1971 1/4 230V 1075 5.6 3SPD REV MTR <b>\$106.97 / EA</b> Quantity On Hand : 97 Network Quantity : 344 <input type="text" value="1"/> <b>ADD TO CART</b>
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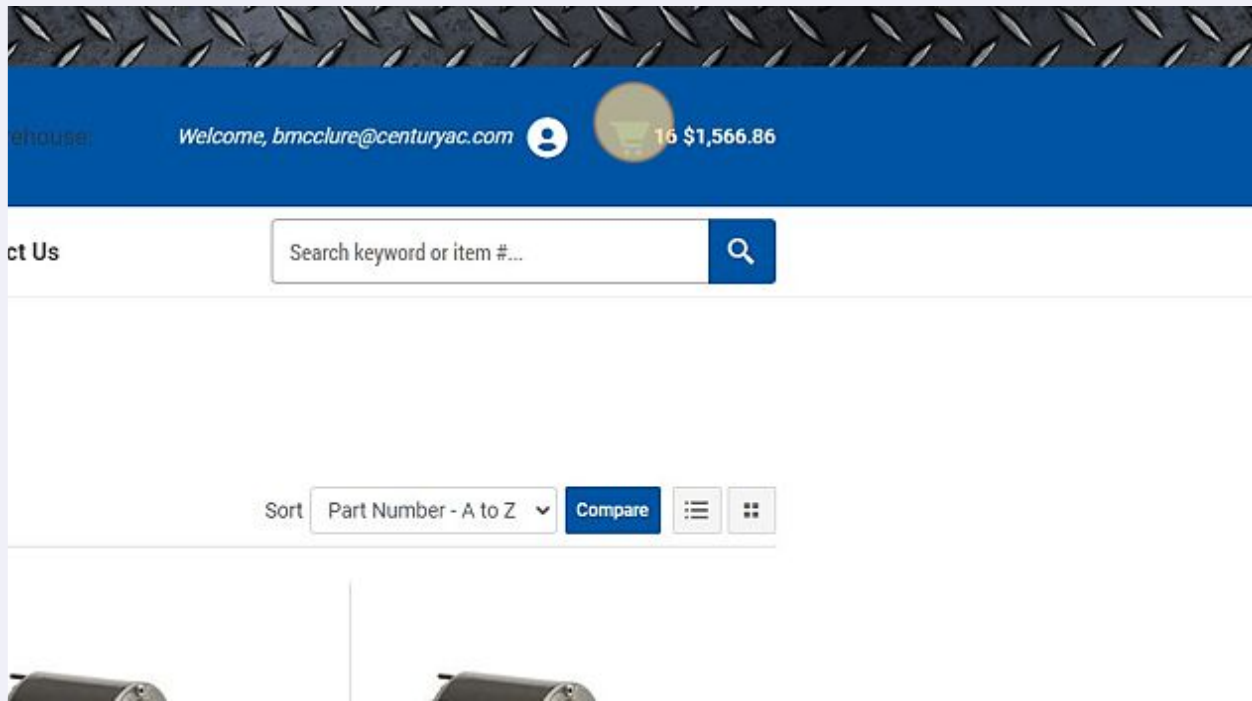


5 Click "Add to Cart".

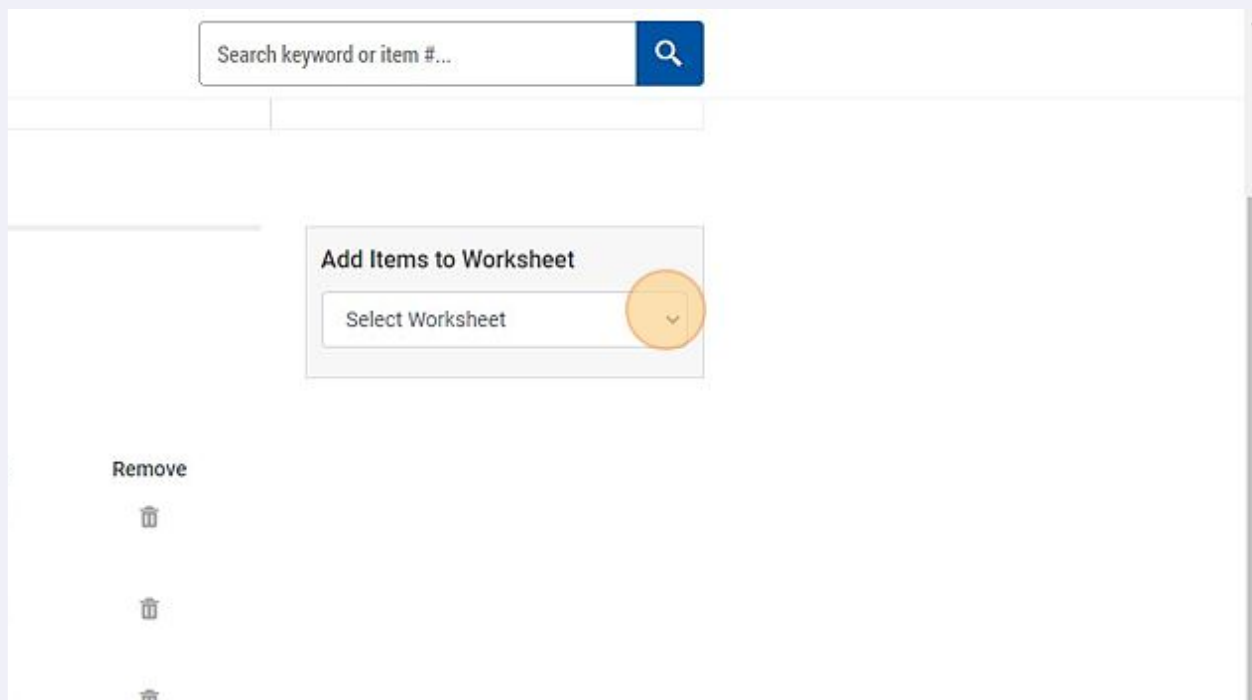
 <input type="checkbox"/> Compare 001E2520 1391 1/4 230V 1050 5IN REV 3SPD MTR <b>\$206.94 / EA</b> Quantity On Hand : 3 Network Quantity : 26 <input type="text"/> <b>ADD TO CART</b>	 <input type="checkbox"/> Compare 001E2521 1971 1/4 230V 1075 5.6 3SPD REV MTR <b>\$106.97 / EA</b> Quantity On Hand : 97 Network Quantity : 344 <input type="text" value="2"/> <b>ADD TO CART</b>
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6 When ready to check out, click the shopping cart icon to view your order.



7 When viewing your shopping cart, click the "Select Worksheet" dropdown.



8 Enter a worksheet name.

The screenshot shows a 'Create New Worksheet' dialog box overlaid on a software interface. The dialog box has a title bar with a close button (X) and contains two input fields: 'Enter Worksheet Name' and 'Enter Comment'. The 'Enter Worksheet Name' field is highlighted with a blue border and an orange circle. A green 'Create' button is located at the bottom right of the dialog. The background interface shows a table with columns for 'Unit of Measure', 'Price', 'Qty', 'Ext. Amt.', and 'Remove', and a 'CHECKOUT' button.

9 Enter a comment or description.

The screenshot shows the same 'Create New Worksheet' dialog box. In this step, the 'Enter Comment' field is highlighted with a blue border and an orange circle. The 'Enter Worksheet Name' field now contains the text 'Motor List'. The green 'Create' button remains at the bottom right. The background interface is the same as in the previous step.

10 Click "Create"

The screenshot shows a 'Create New Worksheet' dialog box with a 'Create' button highlighted. Below the dialog is a table with the following data:

Measure	Price	Qty	Ext. Amt.	Remove
	\$93.54	6	\$561.24	
	\$106.97	2	\$213.94	
	\$98.96	8	\$791.68	

11 To access your new worksheet, click "My Account".

The screenshot shows the user account menu with 'My Account' highlighted. Below the menu are navigation options for 'Billing' and 'Submission', and an 'Add Items to Worksheet' dropdown menu.

Warehouse: Welcome, *bmcclure@centuryac.com* \$1,566.86

My Account  
Change Defaults  
Log Out

3 **Billing**  
Enter billing information

4 **Submission**  
Verify order details

Add Items to Worksheet  
Select Worksheet

12 Click "Create/View Worksheets"

**CENTURY**  
A/C SUPPLY™

Shop Products ▾ Training ▾ About Us ▾ Services ▾

**Return Home**  
Account Home  
**Create/View Worksheets**  
View Unconfirmed Orders  
View Order History  
Import Shopping List  
View Item History  
View Open Quotes  
View Open Orders  
Change Warehouse  
Upload Orders

**Account Dashboard**

**ORDER HISTORY**

Invoice Number	Invoice Da
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**ITEM HISTORY**

Item ID	De
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**OPEN ORDERS**

13 Click your new worksheet to view the entire list.

View Order History  
Import Shopping List  
View Item History  
View Open Quotes  
View Open Orders  
Change Warehouse  
Upload Orders  
Billtrust Account  
Credit Line Increase Request

test	
Monthly Filter Order	adjust qty as needed
motor stock	as needed
Mid Season Stock	Purchase during seasonal rush
<b>Motor List</b>	Adjust quantity as needed