

WEB TIPS

Tips and tricks for using
rjschinner.com



Today's Tip
Use product groups to organize lists



Our website offers **Product Groups**, customizable lists of products you can use for research, bids, or to make ordering easier. You can save time searching for products repeatedly by using product groups.

*Wondering what you can use **Product Groups** for? Try these options.*

ORGANIZE BY PRODUCT TYPES. Want an easy way to find the paper products you prefer? Set up a paper group and these products will all be organized in one place. Be as general or specific as you prefer.

ORGANIZE BY ORDERS. On one list, organize products you order together or for your customers' orders, helping you restock. Or, gather items together for a bid.

ORGANIZE BY MANUFACTURER. Keep your manufacturers organized.

ORGANIZE BY SEASON. Remind yourself to order that once-a-year product with a seasonal product group.

Using Product Groups

Follow these instructions to add or delete groups and products.

ADD A GROUP – Go to My Accounts page, type the group name in the Name: field, and click Go. You can also create new groups from a product search or detail page.

DELETE A GROUP – Go to My Accounts page and click Remove on the right of the My Product Groups table.

ADD A PRODUCT TO A GROUP – Search for the product you want. Click Product Groups and then add the quantity you would like. Click Add to complete the process.

DELETE A PRODUCT FROM A GROUP – Go to My Accounts page and click Edit on the right of the My Product Groups table. Check Delete Item and click Update Group.

EDIT A GROUP NAME – Go to My Accounts page and click Edit on the right of the My Product Groups table. Change the name and click Update Group.

TASKS BY WEB PAGE

TASKS	PRODUCT GROUPS	SEARCH RESULTS	PRODUCT DETAILS
ADD GROUP	YES	YES	YES
DELETE GROUP	YES	NO	NO
ADD PRODUCT	NO	YES	YES
DELETE PRODUCT	YES	NO	NO
EDIT GROUP NAME	YES	NO	NO