**Warehouse Database Tips**

**Searching Tips**

There are several search options available. Stock items will usually be searched by category or keyword, but you can also search all items by product#, funding account, sustainability, comments, etc.

**Keyword Search**: The keyword search boxes are in green at the top of the search screen, under the Place Order tab. If the keyword you’re using does not pull up the desired item(s) under Product Title, try searching the keyword in the Product Description box. (Product Number and Comments boxes are also searchable by keyword; for example, you can search “limited” under comments to see items that are being phased out.)

**Item Group Search**: The Item Group drop-down search boxes can be very useful for bringing up all items in a category at once, where they can be simultaneously added to the Cart. To search by Item Group:

1. Start with the Item Group drop-down search box; choose the Item Group you wish to search, then click your mouse on the Search button underneath.

* For many Item Groups, the full list will still be manageable, and you may not need to limit items with Sub-Group One or Two.
* The janitorial group, in particular, may need to be broken down into manageable Sub-Groups.

1. The Sub-Group One options will appear in the drop-down box only after the Item Group is selected and the Search button is clicked.
2. The Sub-Group Two options will appear in the drop-down box only after Sub-Group One is selected and the Search button is pushed. Not all Item Groups will have a Sub-Group Two.

\*Please note: the Reset button to the right of the Search button will clear any search details entered in the keyword or drop-down boxes. If you are having trouble searching, there may be an entry hiding in one of the search boxes, so try the Reset button and attempt the search again.

**MSDS Search:** Material Safety Data Sheets are listed with each applicable item and can also be found together under the MSDS tab on the left-hand side of the screen.

\*\*If you are not able to find one of your parks’ supplies, please contact Kelly Chandler at [kelly.chandler@ncparks.gov](mailto:kelly.chandler@ncparks.gov) or 919-303-7719 for assistance.

**Cart Tips**

The Cart functions similarly to other online shopping carts, allowing you to create a running supply list and save indefinitely. The Cart also enables the user to submit all or part of the list for order at any time.

* A Number or quantity can be entered by each item on a search page to save time and add many line items at once (i.e. there are 94 line items under the Janitorial group, so 94 lines can be ordered with one search – just don’t hit Enter until you have desired quantities in the Number box for all needed items.)
* Once an item is in your cart,

1. you can **Remove** it by clicking the blue link
2. you can adjust the quantity by entering the change in the quantity box, then hitting the Tab key on your keyboard or clicking your mouse anywhere on the screen

* pls note, hitting Enter may return the quantity box to the original amount; use Tab or the mouse, and watch to be sure the $-amount updates with the quantity change.)
* Use the yellow Continue Shopping button at the bottom of the cart to return to the search page.
* Items in the cart will be automatically saved until they are removed or ordered.

**Ordering Tips**

* To place an order, check all items you wish to order. There is a green **Check All** button at the bottom of the cart, if you wish to order all items.
* Hit the red Order Checked Items button at the bottom of the cart to send the checked items to the warehouse as an order.
* The warehouse will contact the park to schedule delivery.
* Please note: the parks will still receive 2 official supply deliveries per year, in the spring and fall. The warehouse will send notification of the order window in Feb. and Aug., as in the past. Please continue to plan for sufficient supplies to last a full season.