

Webstore Navigation Guide

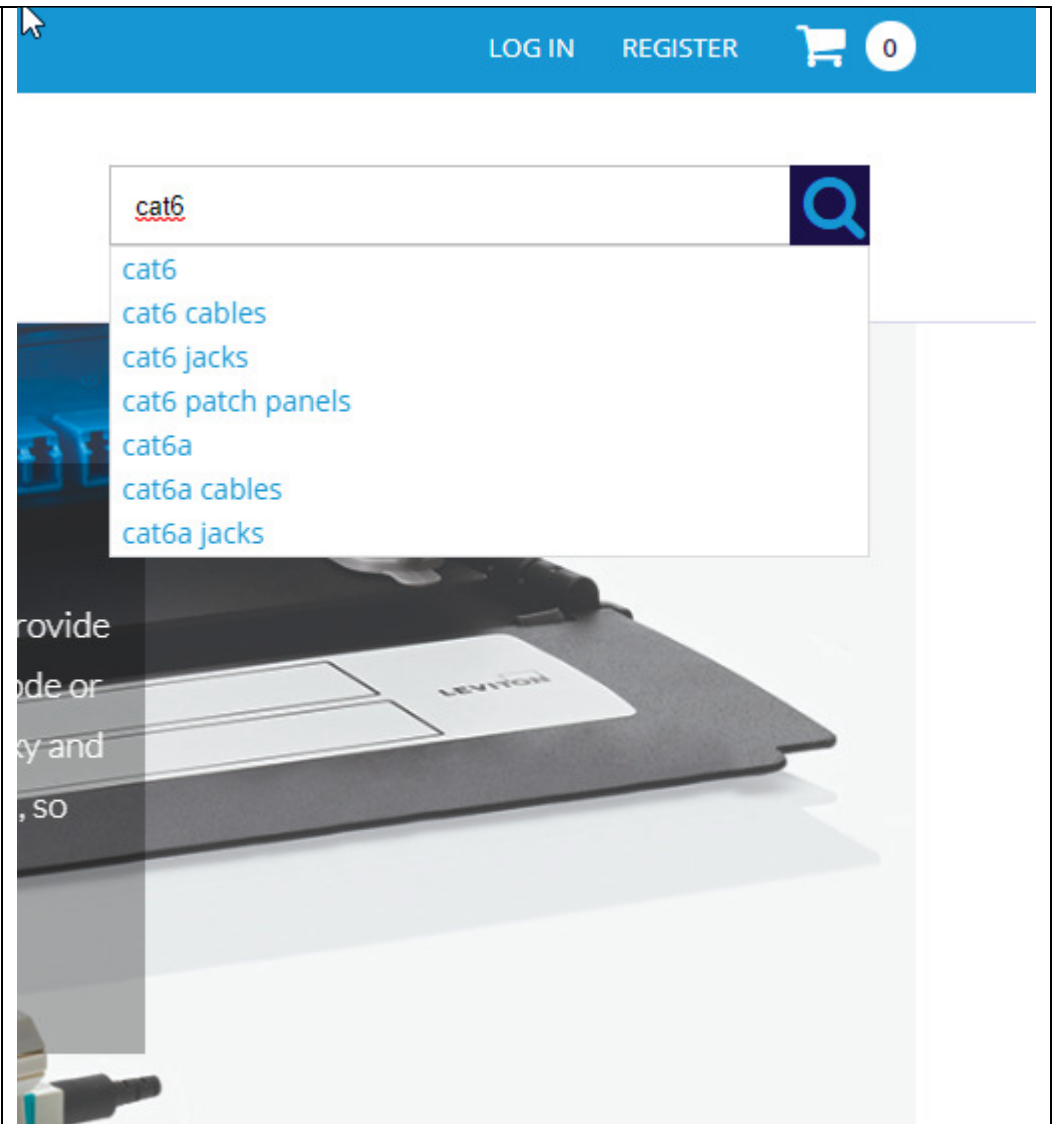
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Searching for Products

General Search Box

- Located at the top of the page.
- Type keyword(s) or product number.
- If autosuggest is enabled, suggestions will be generated after typing 4 characters.



Product Listing Page – General Search (results from a general search)

- The product listing page displays all products included in your search results.
- **Note:** The search term appears at the very top of the page.

Search > Results for cat6

[VIEW CART](#)

[CHECKOUT](#)

Product Search Results

Select from the products listed below or narrow or change your search criteria

Category matches found for: **cat6**

Select Matching Category

Narrow Results By:

[Go >](#)

Sort By:

1 - 12 of 243 Items



12

Items per page

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [▶](#)



LPCG503

Arlington 1/2in NM Cord Grip
for Cat6

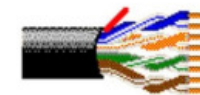
[Log In for Pricing and
Availability](#)



AX101066

Belden Cat6 MDVO Jack Black

[Log In for Pricing and
Availability](#)



2413 009U1000

Belden Cat6 Plenum White
DT Box

[Log In for Pricing and
Availability](#)



10032458

Berktek Cat6 PVC White
LM1000 Reel

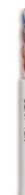
[Log In for Pricing and
Availability](#)



10032092

Berktek Cat6 Plenum White
LM1000 Box

[Log In for Pricing and
Availability](#)



10032091

Berktek Cat6 Plenum White
LM1000 Reel

[Log In for Pricing and
Availability](#)

NO
IMAGE
AVAILABLE

HSE231

Brother Cat6 Heat Shrink
Label, 5ft

[Log In for Pricing and
Availability](#)

NO
IMAGE
AVAILABLE

CAT5ENP4BK1B

CCT Cat5e PVC Black Box UV
Resist

[Log In for Pricing and
Availability](#)

- After typing a search term in the general search box, use the **Select Matching Category** drop down to view and select a category.

Search > Results for cat6

VIEW C

Product Search Results

Select from the products listed below or narrow or change your search criteria

Category matches found for: cat6

Select Matching Category

- Select Matching Category
- CABLE > CAT6
- CABLE > CAT6a
- CONNECTIVITY > Patch Cables > CAT6 Cables
- CONNECTIVITY > Patch Cables > CAT6A Cables
- CONNECTIVITY > Jacks > CAT6 Jacks**
- CONNECTIVITY > Jacks > Cat6a Jacks
- CONNECTIVITY > Patch Panels > Cat6 Patch Panels

Go >

Items per page

1



LPCG503

Arlington 1/2in NM Cord Grip
for Cat6

[Log In for Pricing and
Availability](#)



AX101066

Belden Cat6 MDVO Jack Black

[Log In for Pricing and
Availability](#)



2413 009U1000

Belden Cat6 Plenum White
DT Box

[Log In for Pricing and
Availability](#)

1003245

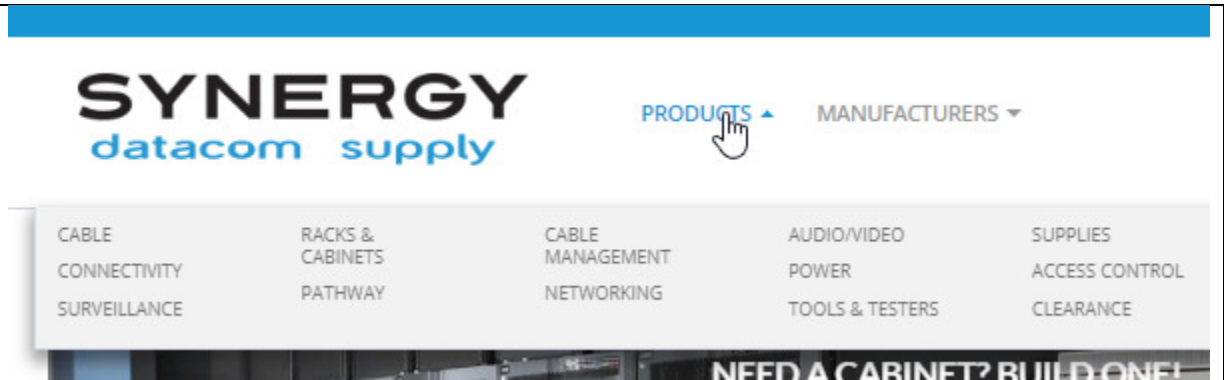
Berktek
LM1000

[Log In for Pricing and
Availability](#)

Using Products Drill Down Menus

- Hover over or click Products to view top level categories.
- Click into the appropriate sub-category until you get to a product listing page.

Note: The breadcrumbs at the top of the page indicate the path to get to that page.

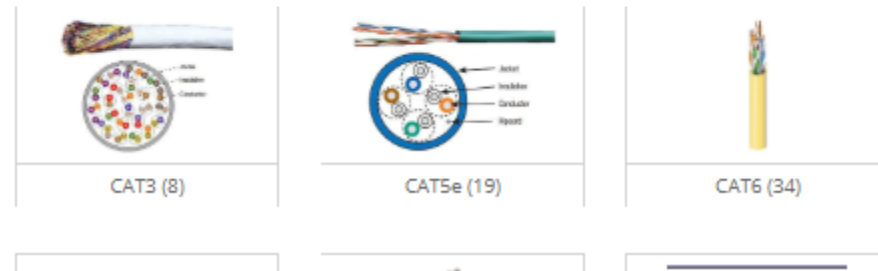


Sub-category page

CABLE

CABLE

We stock hundreds of thousands of feet of the copper and fiber names in the industry!



Product Listing Page

(accessed from general search or product drill downs)

- The product listing page displays all products included in your search results.
- **Note:** When a customer searches for a product using the products drill down, the breadcrumb path displays at the top of the page.

- You can **narrow search results by keyword**. Type the keyword and click **Go>**.
- You can change the sort order by selecting one of the options from the **Sort By** drop down: Closest Match, Description, Price, Most Popular, Availability.

CONNECTIVITY > Jacks > CAT6 Jacks

[VIEW CART](#)

[CHECKOUT](#)

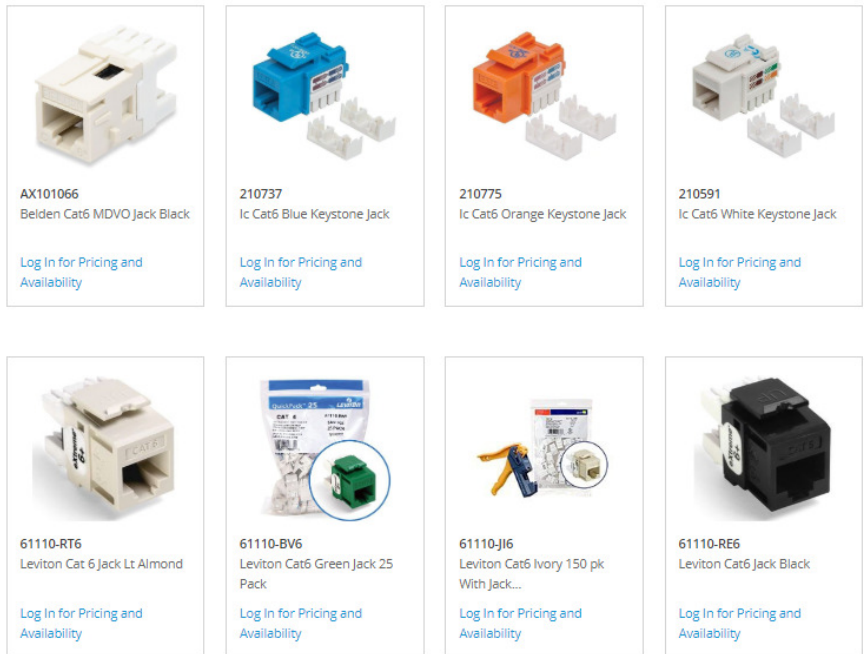
CAT6 Jacks

Narrow Results By: [Go>](#)

Sort By:

1 - 12 of 42 Items Items per page

1 2 3 4



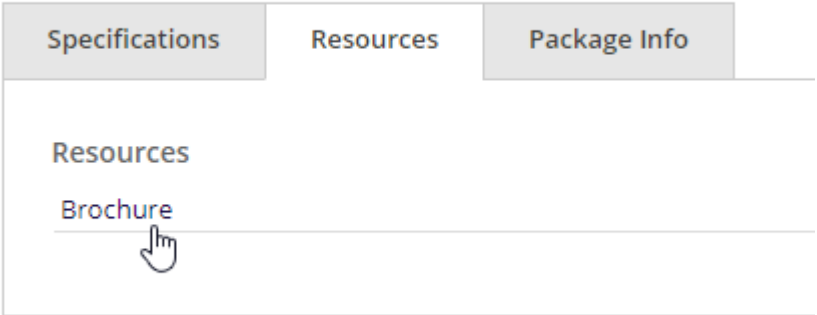
CAT6 Jacks



Finding Product Information

Locate Spec Sheets and/or Installation Instructions

- On the product detail page, click the **Resources** tab.



Placing Orders (My Account pages)

Log In

1. Customers with existing ecommerce login.
 - In the top right, click **Log In**.
 - Type your User ID (often an email address) and password.
2. Customers with an account, but no ecommerce login.
 - In the top right, click **Log In**.
 - Click the **contact us** link under the Existing Customers section.

SYNERGY
datacom supply

PRODUCTS ▾ MANUFACTURERS ▾

Keyword, Product ID, Brand

Log In

Please login or create a new account to get started.

Online Customers Existing ecommerce login

Please log in here.

User ID:

Password: Go >

☐ Remember me

[Forget Your Password?](#) We can email it to you.

Existing Customers Existing account, but no ecommerce login?

Attention current customers. If you already have an account with us but do not yet have a web commerce login, then please [contact us](#) for your login information rather than creating a new account.

New Customer Registration

- In the top right, click **Register**.
- Complete the Register form.

The screenshot displays the Synergy Datacom Supply website. The top navigation bar is blue and contains the 'LOG IN' and 'REGISTER' links, with a red box and arrow highlighting 'REGISTER'. Below the navigation bar is the Synergy Datacom Supply logo and a search bar. The main content area features a 'Register' form with the following sections:

- Register**
 - If you already have an account, [click here to login](#)
 - If you already have an account with us, [click here to request your password](#).
 - If you are a new customer then please fill out the registration form below.
- * Required Field**
- Contact Information:**
 - *First Name
 - *Last Name
 - Job Title
 - Company Name
 - *Email Address
 - *Confirm Email Address
 - *Daytime Phone (format: 123-123-1234)
- Billing Address:**
 - *Address Line 1
 - Address Line 2
 - *City
 - *State Select State

The bottom navigation bar is blue and contains the 'WELCOME, Test' and 'MY ACCOUNT' links, with a red box and arrow highlighting 'MY ACCOUNT'. Below the navigation bar is the Synergy Datacom Supply logo and a search bar.

My Account Page

- Access to My Account page follow the steps above to log into your account.
- Click on the **My Account** link in the header.

Changing Your Password

- From the **My Account** page, click **Edit Profile** (under Account Management).

My Account

Welcome Steve! [Log Out >](#)

Product and Order Management

- Wish List
- QuickBuy Groups
- My Product Groups
- Quick Pad
- Reorder Pad
- Customer Part Numbers
- My Saved Carts
- Job Management
- Price Sheet Download
- Import Purchase Order
- Non-Stock or Special Order form

Account Review

- Pending Orders
- Open Quotes
- Open Backorders by Product
- Open Orders
- Order History
- Order Search

Account Management

- Change Ship-To
- Manage Ship-Tos
- **Change password** → **Edit Profile**
- User Management
- Pay Online
- Personal Settings

[My Account](#) > [Edit Profile](#)

Edit Profile

View and change your user profile

Customer: Phase Two #2

* Required Field

Contact Information:

*First Name

*Last Name

Job Title

Company Name

Email Address

Confirm Email Address

*Daytime Phone
(format: 123-123-1234)

Fax

*Login

*Password (8-14 Characters)

*Verify Password

Set Express Checkout Defaults

- From the **My Account** page, click **Personal Settings** (under Account Management).

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- Personal Settings

Express
Checkout
settings

[My Account](#) > [Personal Settings](#)

Personal Settings

Select your preferences for product displays and purchases

PRODUCT DISPLAY SETTINGS - Adjust and save your default product display settings

Display Money Saver Alerts

- ☒ Yes
- ☐ No

EXPRESS CHECKOUT SETTINGS - Setting these defaults will allow you to zip through the ordering process (recommended for repeat customers).

Default Ship Via

Default Ship To

- ☒ Accounting, 250 Arapahoe Ave, Suite 200B, Boulder, CO
- ☐ Loading Dock, 250 Arapahoe, Suite 200A, Boulder, CO
- ☐ Office, 250 Arapahoe, Boulder, CO
- ☐ Phase Two Again, 250 Arapahoe Ave, Boulder, CO

Default Payment Type

- ☒ Bill my A/R

Default Shipping Instructions

Display Order Summary Page (before submitting order)

- ☒ Yes
- ☐ No

Receive Order Confirmation Emails

- ☒ Yes
- ☐ No

[Save Settings >](#)

Create a Product Group

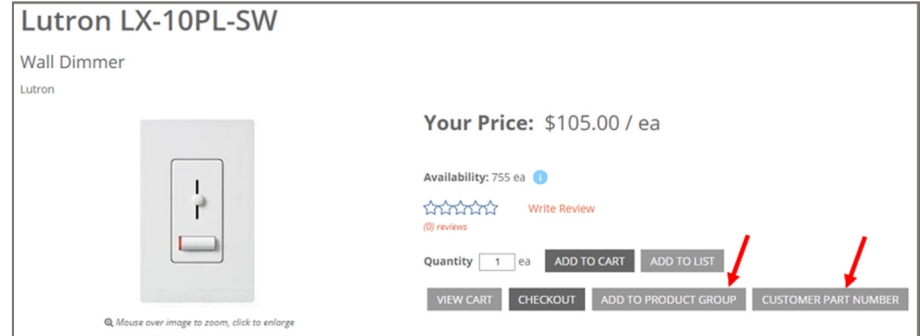
- Navigate to a product detail page.
- Click the **Add to Product Group** button.
- This will bring you to the Product Group box at the bottom of the page. You can add the product to an existing product group or create a new product group.

Add Customer Part Number

- Navigate to a product detail page.
- Click the **Customer Part Number** button.
- Type the part # and click **add**.

Note: Customers can use their part number in the general search box to find products.

Product Detail Page



Add to Product Group

Add this product to a Product Group below...

Product Group	Type	Action
test	Shared	add this product
New:	<input type="radio"/> Private	create new group & add this product
<input type="text"/>	<input checked="" type="radio"/> Shared	

Manage Product Groups >

Customer Part Number

Customer Part Number

Your Part #

add

Manage Customer Part Numbers >

Manage Product Groups and Customer Part Numbers

- From the **My Account** page, click **My Product Groups** or **Customer Part Numbers** (under Product and Order Management).

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Product Groups

Save your favorite items and manage custom product groups here

[Print Friendly](#)

Product Groups:

Name	Type	Action	
access control parts (1 items)	Shared	Edit	Remove
cat cable (0 items)	Shared	Edit	Remove

Add a new Product Group:

Name: [Go >](#)

Product Group Listing:

[access control parts \(1 items\)](#)

Group: access control parts			
Sort By: -- Select Option --			
Order	Qty	Product Description	Your Part #
<input type="checkbox"/>	1	BlueWave Prox-Backlit Blue Reader	
Check All Add To Cart View Cart			

[Home](#) > [My Account](#) > [Customer Part Numbers](#)

Customer Part Numbers

Show entries

Qty	Price	Customer Number	Product Description
<input type="text" value="1"/>	\$6.30 / EA	1234	Leviton Cat6 Jack Black

Showing 1 to 1 of 1 entries

[ADD TO CART](#) [VIEW CART](#) [CHECKOUT](#) [ADD TO PRODUCT GROUP](#) [EDIT CUSTOMER PART NUMBERS](#)

[Top of Page](#)

Order Search by PO Number

- From the **My Account** page, click **Order Search** (under Account Review).
- Select the Ship-To (usually 'ALL') and the Transaction type (Open Orders, Open Quotes, and/or Order History).
- Enter the required Date Range.
- Select the 'P.O. Number' from Search Items.
- Enter the requested P.O. number into the Advanced Order Search bar and press Search.


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- Order History
- Order Search 

Order Search

search for orders by order number, purchase order, product and more

Ship-To:

Search Pages:

☒ Open Orders ☐ Open Quotes ☒ Order History

From: (mm/dd/yyyy) To: (mm/dd/yyyy)

Search Items:

☐ Order/Invoice Number ☐ My Part Number
☒ P.O. Number ☐ Product Description

Advanced Order Search

[SEARCH](#)

Save a shopping cart

- Add products to Shopping Cart.
- Navigate to the Shopping Cart page.
- Click the **Save Cart** button.

Note: Saving a cart allows you to save a quantity for each product.





Manage Saved Carts

From the **My Account** page, click **My Saved Carts** (under Product and Order Management).

Shopping Cart

 [Print Friendly](#)


Cart Name: Active Cart #13
Containing: 2 Item(s)

Image	Qty	Unit of Measure	Product Description	Line Item Comment	Unit Price	Availability	Extended Price	Remove
	1	ea	Wall Dimmer	<input type="text"/>	\$105.0000 / ea	755 ea	\$105.00	
	2	ea	ENT Conduit	<input type="text"/>	\$257.0400 / ea	999 ea	\$514.08	
UPDATE CART							Sub Total	\$619.08
Purchase Order # <input type="text"/>								
<div>RETURN TO SHOPPING CLEAR CART SAVE CART CHECKOUT EXPRESS CHECKOUT PRODUCT GROUP</div>								

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