



Haworth eParts

Version 2.0



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The company may be reached at:

KiSP Inc.

151 Placer Court

Toronto, Ontario

Canada M2H 3H9

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About this documentation

Purpose

This documentation is to be used as a reference for navigating through the site and searching for parts.

This document explains the concepts of search and ordering.

Audience

The Haworth eParts Users Guide is intended for general users of the site.

How to use this Manual

This document explains the how to use the Haworth eParts site. It is to be used as an aid in learning how to search for parts and place orders.

Assumptions

This functional guide assumes that the reader has knowledge of Haworth product.

Structure

The structure of this documentation is based on introduction of the feature, how to implement the feature and how the feature is viewed and used.

Conventions

All text in this manual that represents what displays on the screen is in a different typeface. For example, “The default text is:

Please select the following options to allow us to customize your views.”

All important warnings, tips or notice references appear as:

Note: The Haworth Dealer ID is mandatory.
--



Notes

Haworth eParts Site

Overview

Haworth eParts allows you to find parts required to repair and maintain Haworth furniture.

The site allows you to navigate through a catalog to find a specific part / assembly, use search to complete general searches for parts and assemblies or reference previous orders to order the same parts again. Once the parts are located they may be added to a cart and checked out. The order produces both a header.cif file and a parts.sif file that may be used to import the order into a business system or directly into Haworth's Order Line.

The eParts site consists of:

- Logon

The logon screen allows you entry into the site. It also has a link so that if you have forgotten your credentials they can be sent to you.

Note: The Logon screen only displays if you are logging in directly to http://eparts.haworth.com . When accessing the site through Haworth's DNet portal, single sign-on is used and your credentials are automatically passed through.

- Home

The home screen has general information that is updated and posted by Haworth. By default the page is blank.

- My Profile

The profile contains your personal information as well as some preferences for the site, such as catalog, currency, start page and results.

- Find a Part

Find a Part is a catalog navigation view that resolves to an assembly.

- Search

Search allows the user to search the site for an assembly or part without navigating through the catalog.

- Bookmarks

Bookmarks is a listing of parts and/or assemblies that you refer to often. As you find items you need to refer to, you may bookmark them for easy reference and as a shortcut to come back to. Bookmarks may also be emailed to other eParts users so that they may reference the information.



- **Previous Orders**
Previous Orders is a listing of all carts you have completed. You may review details of previous orders, download the cif or sif file or add parts from a previous order to a new cart.



Getting Started

Who can Access the Site

Before you may access eParts, you must be a registered user. The users are created by the Haworth Help Desk.

Your ability to view Haworth parts and/or Groupe Lacasse service parts is setup by the Haworth Help Desk as is your ability to view U.S. and Canadian pricing.

eParts is accessed through DNet, (<http://dnet.haworth.com>) and use the eParts link.¹ You are not prompted to login as your credentials are passed through. eParts launches a new browser window and your default start page displays.

If you have trouble accessing eParts, contact the Haworth Help Desk at:

- Telephone: 1-877-592-5435
- Email: help@haworth.com

If the Haworth Portal (DNet) is unavailable, you may also access eParts by a login page. The URL is <http://eparts.haworth.com>.

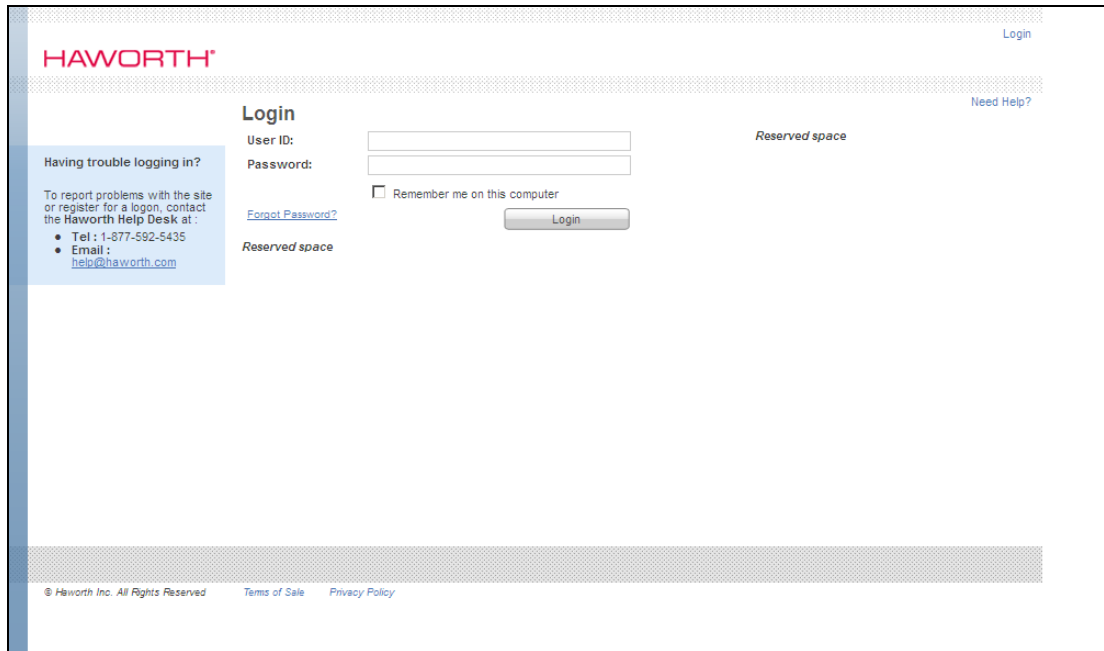
To access the site you need to use your DNet user id. In order to get a password you need to use the Forgot Password link so that a password may be generated and sent to you.

¹ You access eParts through, single sign-on. Single sign-on means that once you log into DNet, when you go to eParts you do not need to log in again, your credentials are carried forward.

Login

The Login screen allows you to access the site by entering your User Id and Password. Your existing DNet User Id is used with the password of “eparts”.

If you do not have an existing User Id, Haworth Help Line is able to set one up for you.²



The screenshot shows the Haworth login interface. At the top left is the 'HAWORTH' logo. In the top right corner, there are links for 'Login' and 'Need Help?'. The main heading is 'Login'. Below this, there are two input fields: 'User ID:' and 'Password:'. To the right of these fields is a 'Reserved space' label. Below the password field is a checkbox labeled 'Remember me on this computer'. To the left of the password field is a link for 'Forgot Password?'. At the bottom of the form is a 'Login' button. On the left side of the page, there is a blue box with the text 'Having trouble logging in?' and instructions to contact the Haworth Help Desk, including a telephone number (1-877-592-5435) and an email address (help@haworth.com). At the bottom of the page, there is a footer with the text '© Haworth Inc. All Rights Reserved' and links for 'Terms of Sale' and 'Privacy Policy'.

You may use the Remember me on this computer checkbox to save your User Id for the next time you log in.

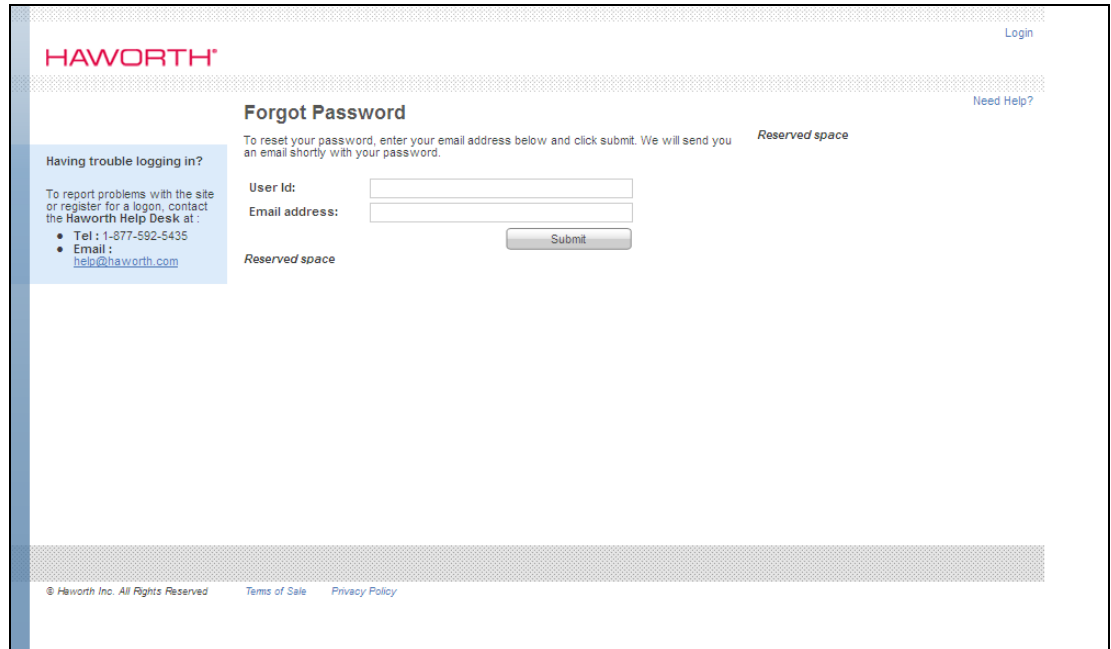
The Login screen also has a Forgot Password link. If you have forgotten your password, use this link.

² Haworth Help Desk may be contacted at 1-877-592-5435 or help@haworth.com.

Forgot Password

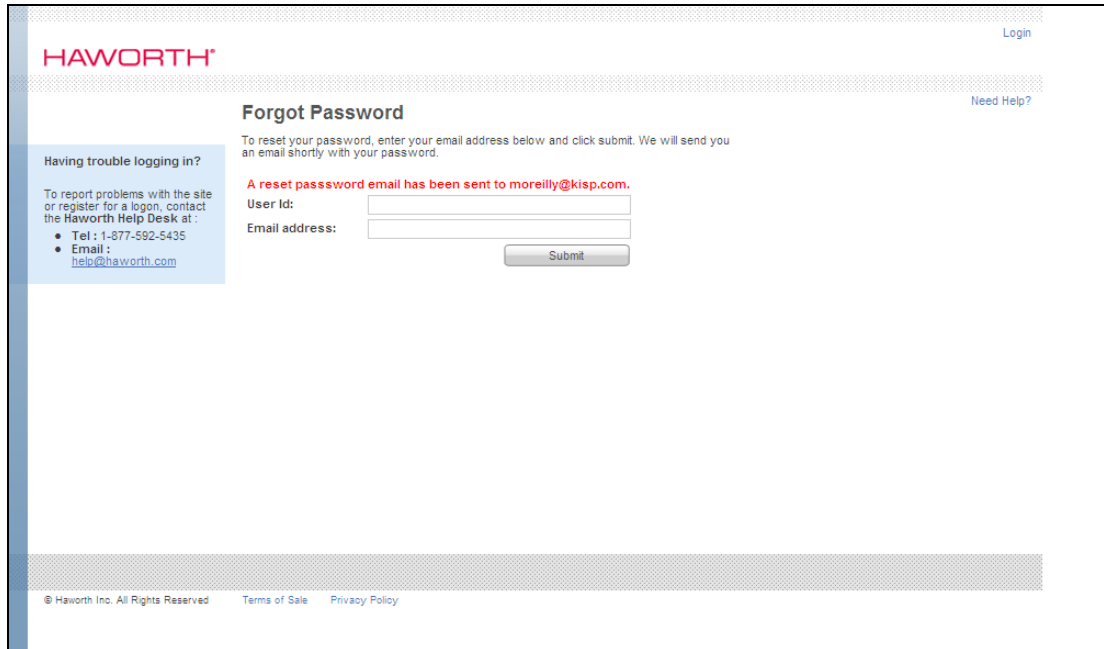
The Forgot Password is accessed from the Login screen. If you have forgotten your password, by using the link on the login page you are redirected to the Forgot Password page.

If the User Id was already entered on the Login screen, it is maintained and displays on the Forgot Password screen, otherwise you need to enter it.



The screenshot shows the 'Forgot Password' page for Haworth. The page has a header with the 'HAWORTH' logo on the left and 'Login' and 'Need Help?' links on the right. The main heading is 'Forgot Password'. Below this, there is a message: 'To reset your password, enter your email address below and click submit. We will send you an email shortly with your password.' To the left of the form is a blue box with the text 'Having trouble logging in?' and contact information for the Haworth Help Desk: 'Tel : 1-877-592-5435' and 'Email : help@haworth.com'. The form itself contains two input fields: 'User Id:' and 'Email address:'. Below the 'Email address:' field is a 'Submit' button. There are also 'Reserved space' labels on the right side of the form. At the bottom of the page, there is a footer with the text '© Haworth Inc. All Rights Reserved', 'Terms of Sale', and 'Privacy Policy'.

Once you enter and submit your user id and email address, the page refreshes with the message *A reset password email has been sent to [email address associated to the User Id].*



HAWORTH Login

[Need Help?](#)

Forgot Password

To reset your password, enter your email address below and click submit. We will send you an email shortly with your password.

Having trouble logging in?

To report problems with the site or register for a logon, contact the Haworth Help Desk at :

- Tel : 1-877-592-5435
- Email : help@haworth.com

A reset password email has been sent to moreilly@kisp.com.

User id:

Email address:

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Note: An email is only sent if the application finds an exact match of the User Id and email address.

The email you receive has the subject line of Your EPart Login information. The body of the email contains your user id and a new password. See example below:

```
Your Login ID is: xxxxxxxxxxxx
Your new Password is: qkhs6762QK

This password has been generated for you since you have forgotten
your original password. Your old password is no longer valid.

Please keep this password in a safe place.

To access the web site click here, http://www10.kisp.com

Having trouble logging in?
To report problems with the site or register for a logon, contact
the Haworth Help Desk at :

Tel : 1-877-592-5435
Email : help@haworth.com
```

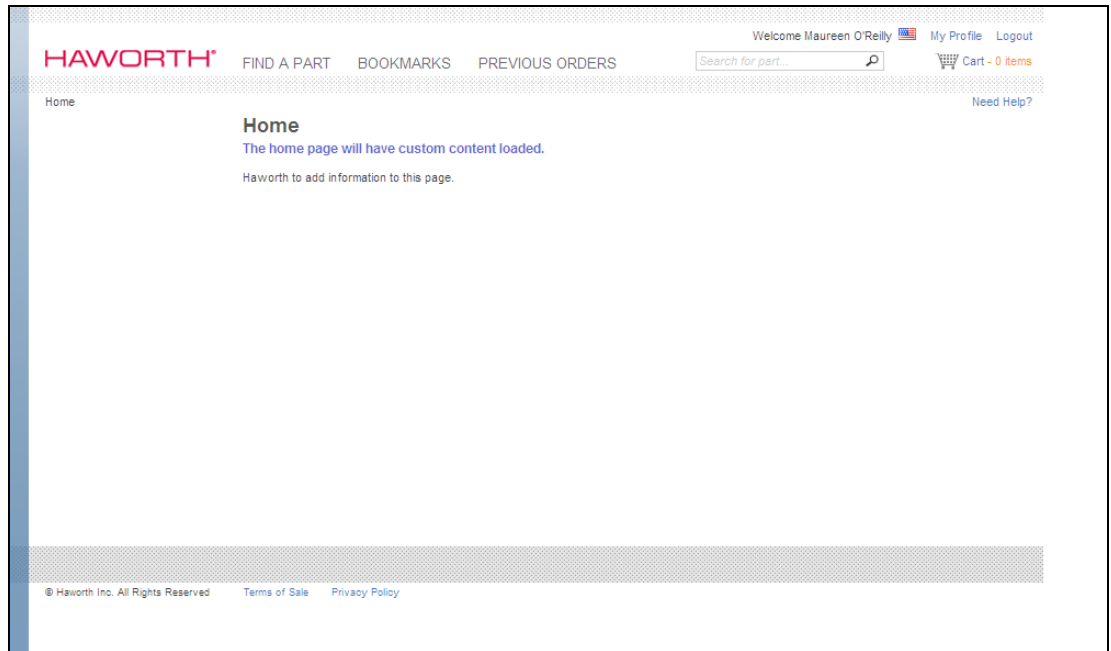
The Forgot Password screen also has a link to take you back to the Login screen.

Note: The password that is generated is a set of random characters. If you wish to change your password you need to contact the Haworth Help Desk at 1-877-592-5435 or email the request to help@haworth.com.

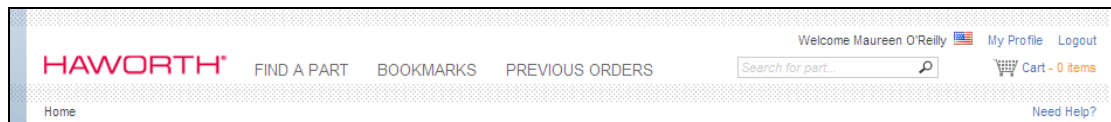
Home

Your profile determines what your default start page is when you enter the site. One of the options may be the Home page. The other options are Find a Part and Search.

The content of the Home page is customizable by Haworth and contains information that they would like you to see.






In addition to the customized content found on the Home page, it also contains the navigation to other areas of the site.




Navigating the Site

The header and footer of each screen are consistent throughout the site. The information in these areas allows you to view standard information at all times as well as navigate through the site.

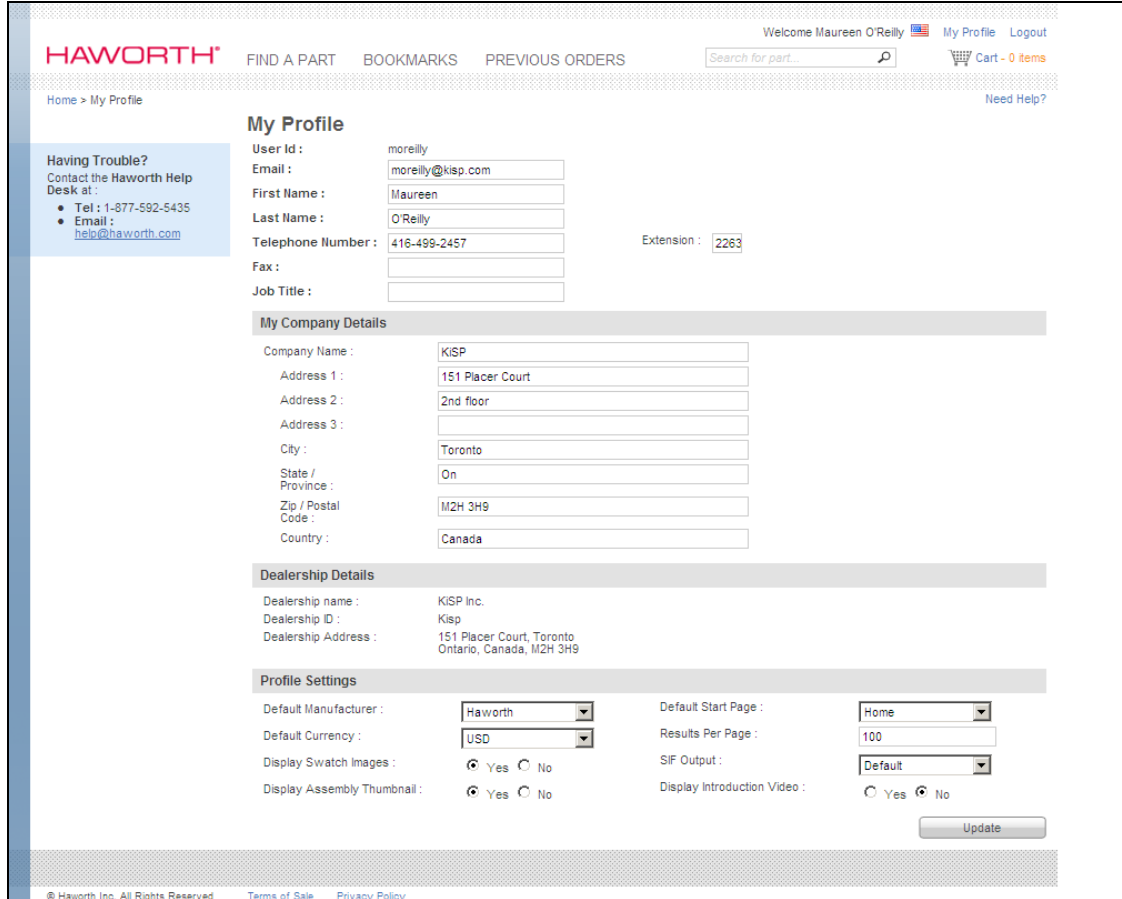
The consistent information on the header and footers in the site consists of the following:

eParts Link or Icon	
Header of Page	
Welcome	The top right always has Welcome followed by your name as it is entered in your profile.
 (or )	A US or Canadian flag displays to the right of your name. It indicates which price currency you are currently viewing in the site.
My Profile	The My Profile link allows you to view your profile information and make updates.
Logout	The Logout button exits you from the eParts application.
FIND A PART	Find A Part allows you to browse through the catalog(s) to find a specific assembly using a catalog navigation view.
BOOKMARKS	Bookmarks contain a listing of parts or catalog navigation levels that you have bookmarked within the eParts application.
PREVIOUS ORDERS	Previous Orders is a listing of all carts you have completed. You may view these orders, copy parts to a new cart or download the files.
<input type="text" value="Search for part..."/> 	The text box with the magnifying glass allows you to search for a part or assembly at anytime. Enter your part number or the word you are searching for and click Enter on your keyboard.

eParts Link or Icon	
Header of Page	
	<p>The shopping cart indicates the current active cart and the number of items it contains. To view the content, hover over it or click the link.</p>
<p>..... Home</p>	<p>Home allows you to go to the home page at any time.</p>
<p>..... Need Help?</p>	<p>Access to help files and contact information for the Haworth Help Desk.</p>
Footer of Page	
<p>Terms of Sale</p>	<p>At the bottom of each screen is a link to Haworth's Terms of Sale for the site.</p>
<p>Privacy Policy</p>	<p>At the bottom of each screen is a link to Haworth's Privacy Policy for the site.</p>

My Profile

My Profile allows you to update your profile information as well as set some defaults that affect the way you view the eParts site.



The screenshot shows the 'My Profile' page for a user named Maureen O'Reilly. The page is divided into several sections:

- User Information:** Fields for User Id (moreilly), Email (moreilly@kisp.com), First Name (Maureen), Last Name (O'Reilly), Telephone Number (416-499-2457), Extension (2263), Fax, and Job Title.
- My Company Details:** Fields for Company Name (KISP), Address 1 (151 Placer Court), Address 2 (2nd floor), Address 3, City (Toronto), State / Province (On), Zip / Postal Code (M2H 3H9), and Country (Canada).
- Dealership Details:** Fields for Dealership name (KISP Inc.), Dealership ID (Kisp), and Dealership Address (151 Placer Court, Toronto, Ontario, Canada, M2H 3H9).
- Profile Settings:** Fields for Default Manufacturer (Haworth), Default Currency (USD), Display Swatch Images (Yes/No), Display Assembly Thumbnail (Yes/No), Default Start Page (Home), Results Per Page (100), SIF Output (Default), and Display Introduction Video (Yes/No).

At the bottom of the form is an 'Update' button. The footer of the page contains copyright information and links to Terms of Sale and Privacy Policy.

My Profile consists of the follow:

My Profile Field	
User Information	
User Id	The User Id is non-editable. It displays the user id assigned to you.
Email	Email is a required field and contains your email address.
First Name	Your first name is entered in this field.
Last Name	Your last name is entered in this field.

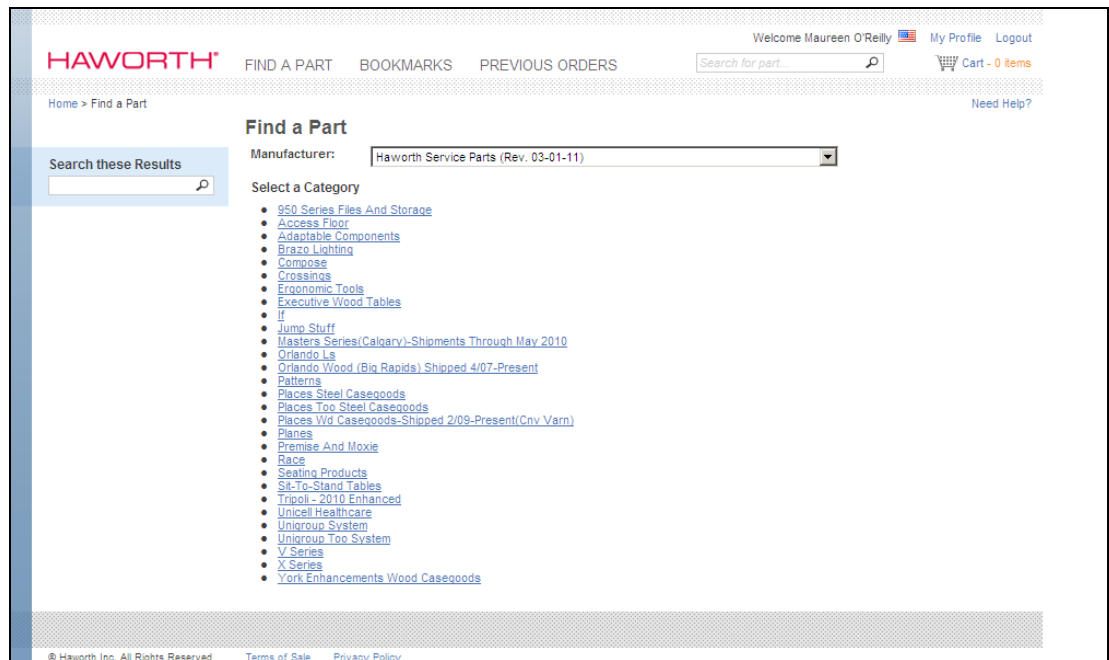
My Profile Field	
Telephone Number	Your main contact telephone number is entered in this field.
Ext	If there is an extension number for you, it is entered in this field.
Fax	If there is a fax number you use, it may be entered in this field.
Job Title	Your job title may be entered in this field.
My Company Details	<i>Information in this section is only required if your work address is different from the dealer address listed in your profile.</i>
Company Name	The company name that you work for may be entered in this field.
Address 1	Your work address may be entered in this field.
Address 2	The continuation of the address may be entered in this field.
Address 3	The continuation of the address may be entered in this field.
City	The city may be entered in this field.
State / Province	The State or Province may be entered in this field.
Zip / Postal Code	The Zip/Postal Code may be entered in this field.
Country	The Country may be entered in this field.
Dealership Details	
	The name and address for the dealership that you are associated to is displayed in this section. The information is not editable.

My Profile Field	
Profile Settings	
Default Manufacturer	The default manufacturer is referred to when using the search feature. It is also used in Find A Part to display a default catalog. The drop-down list has the options of Haworth or Groupe Lacasse for you to choose from.
Default Start Page	The default start page is the page that displays directly after you log in. The selection list has three options: Home or Find A Part or Search.
Default Currency	The default currency is the one currently assigned to you and is used to display the pricing in Find a Part and in the search results. The options are US or Canadian.
Results per Page	The default is 25 results. Change the numeric value to change how many results are to display when you display information from: Search or Previous Orders.
Display Swatch Images	The default is Yes. To disable the swatch images from displaying when specifying a part, change the selection to No.
SIF Output	There are two options – Default which is sentence case or ALL CAPS.
Display Assembly Thumbnail	The default is Yes. To disable the assembly thumbnail images from displaying when navigating the catalog or in the search results, change the selection to No.
Display Introduction Video	The default is Yes. To disable the video from displaying when you log in, change the selection to No.

Find a Part

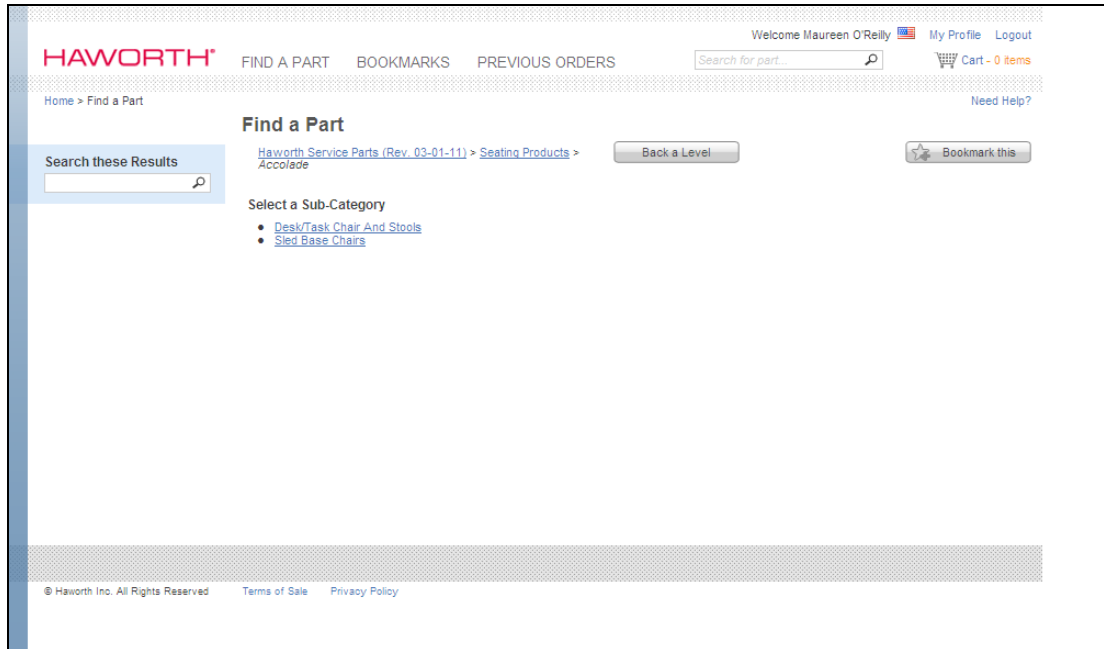
Using Find a Part

Find a Part provides a catalog navigation that resolves to a list of assemblies.



When you access Find a Part, the Manufacturer drop-down listing displays the default that is setup in your profile. You may start to navigate through the catalog or select the other catalog that is available.

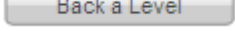
As you select a category, it expands to give you further options.



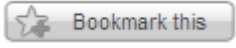
Above the category listing a breadcrumb trail is maintained allowing you to view the levels you have navigated to reach this point.

Example of breadcrumb trail:

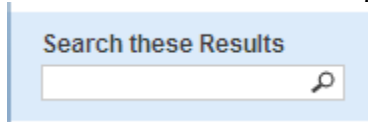
[Haworth Service Parts \(Rev. 01-01-11\)](#) > [Seating Products](#) > [Accolade](#)

To go back a level, you may use the **Back a Level** button  or click a link anywhere within the breadcrumb trail.

You may also bookmark any area of the catalog by clicking **Bookmark this**

, which is located on the right hand side of the page.

On the left hand side of the page there is the **Search these Results**



that allows you to narrow down your search within the results you are viewing to find a particular section or item.³

As you navigate through the catalog you eventually resolve to an assembly or assemblies.

³ See Search section for further details on this feature.

[HAWORTH](#) FIND A PART BOOKMARKS PREVIOUS ORDERS [Welcome Maureen O'Reilly](#) [My Profile](#) [Logout](#) [Cart - 0 items](#)

[Home > Find a Part](#) [Need Help?](#)

Find a Part [Back a Level](#) [Bookmark this](#)

[Haworth Service Parts \(Rev. 03-01-11\) > Seating Products > Accolade > Sled Base Chairs](#)

Select an Assembly... [Printable PDF](#)

Thumbnail	Name	Description	All
	Arms - Sled Base	Accolade Seating - Sled Base Arms & Arm Caps	Product Features <input type="checkbox"/>
	Frame Assembly	Accolade Seating - Sled Base Chair Frame Assembly	Product Features <input type="checkbox"/>
	Seats	Accolade Seating - Seats	Product Features <input type="checkbox"/>

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A thumbnail of the assembly displays as well as the name and description of the assembly.

From this page you may:

- Print a PDF of the assembly and all its parts by selecting the checkbox associated to a single assembly or several assemblies and click **Printable PDF**.



- View the Product Features by accessing the link.

Product Features

Service Parts

Assembly Notes

additional fasteners may be purchased at most hardware stores
price for (1) piece unless noted

Base 1

A702 A802

Product Line

Accolade

Assembly File Name

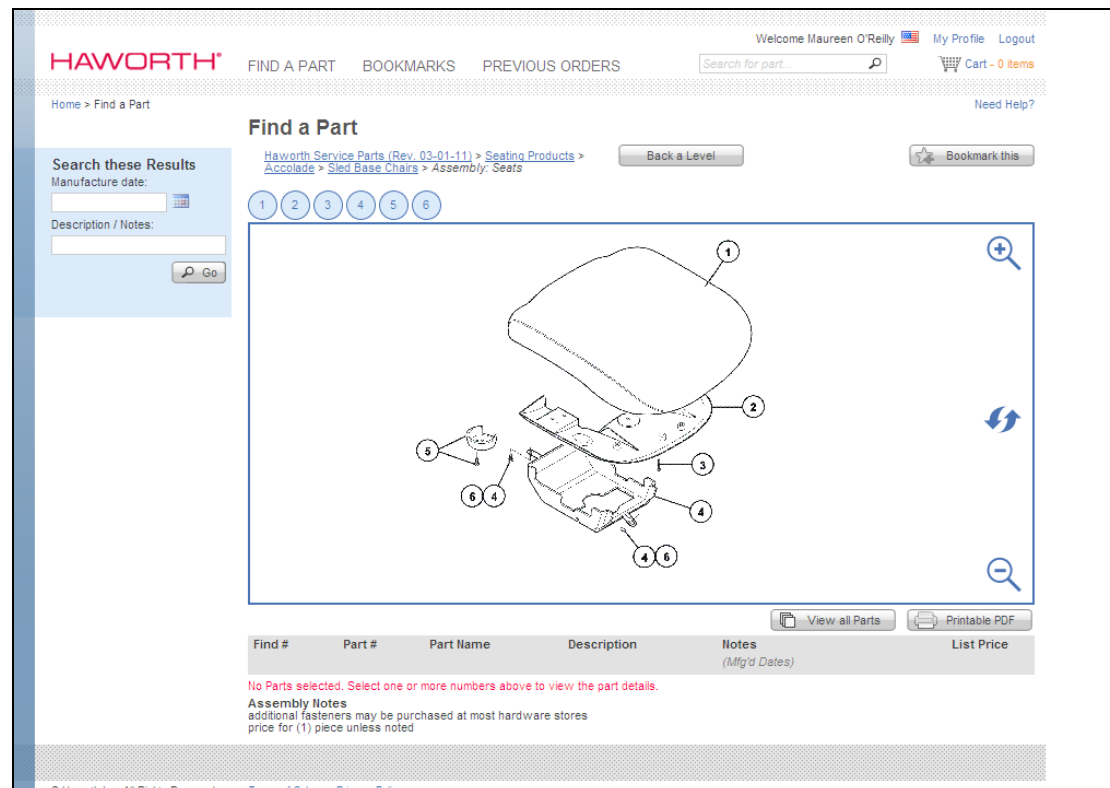
acco_stg_arm_sled

[Close](#)

The product features include any assembly notes, the base product numbers, the product line and the assembly name.

Product Features	
Assembly Notes	Assembly notes that provide additional information in relation to the assembly.
Base 1	Lists all the base numbers for the product the assembly is related to.
Product Line	Lists all the product lines the assembly is related to.
Assembly File Name	Displays the Haworth assembly file name that is used to reference the assembly internally.

- To view the large image of the assembly along with the find numbers and associated parts, click the **Assembly Name** or thumbnail image.



HAWORTH FIND A PART BOOKMARKS PREVIOUS ORDERS Search for part... Welcome Maureen O'Reilly My Profile Logout Cart - 0 items

Home > Find a Part Need Help?

Find a Part Back a Level Bookmark this

Haworth Service Parts (Rev. 03-01-11) > Seating Products > Accolade > Sled Base Chairs > Assembly: Seats

1 2 3 4 5 6

Search these Results
 Manufacture date:
 Description / Notes:

Find # **Part #** **Part Name** **Description** **Notes** **List Price**
(Mfg'd Dates)

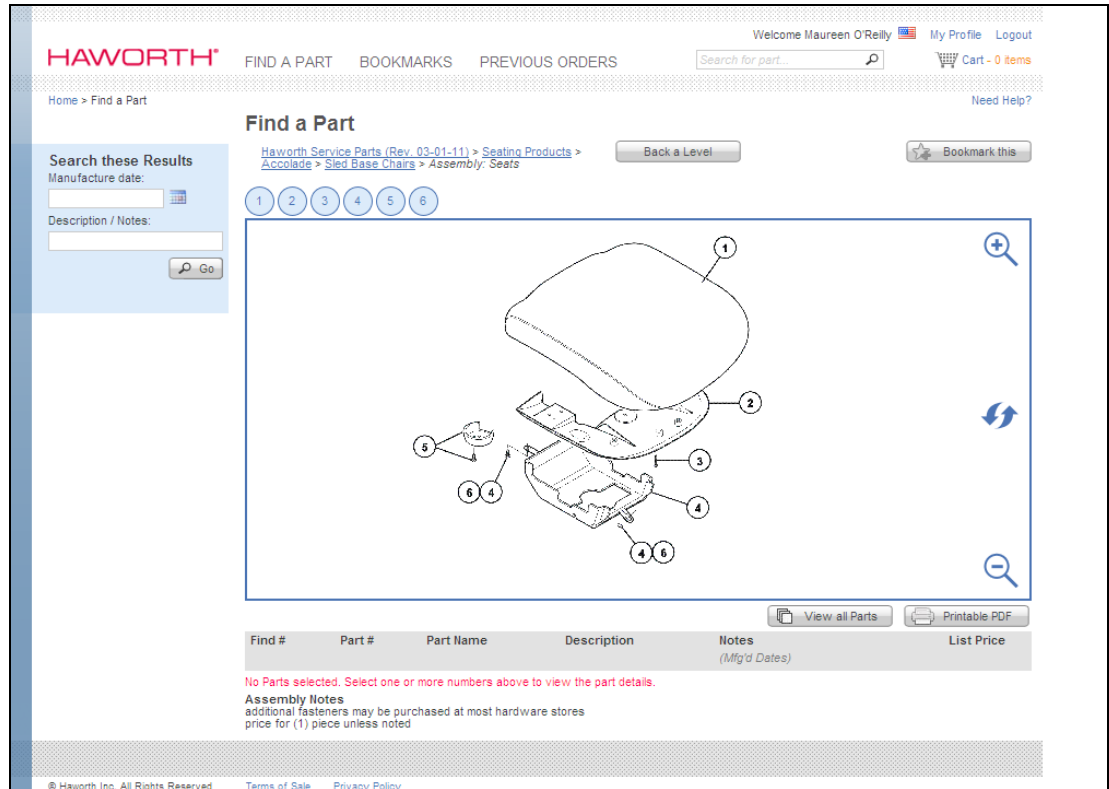
No Parts selected. Select one or more numbers above to view the part details.

Assembly Notes
 additional fasteners may be purchased at most hardware stores
 price for (1) piece unless noted

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Viewing the Assembly

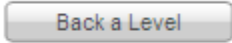
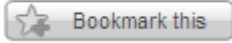

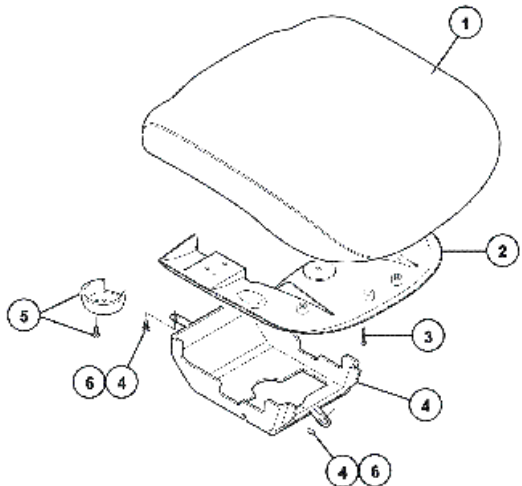
When you first view the assembly, the image⁴ and find numbers display.





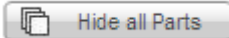
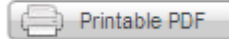


The assembly view consists of:

Feature	Description
Breadcrumbs Trail	<p>At the top of the page beneath the Find a Part title is the breadcrumb trail. The breadcrumb trail allows you to view the levels you have navigated to reach this point.</p> <p>Example:</p> <p>Haworth Service Parts (Rev. 01-01-11) > Seating Products > Accolade > Desk/Task Chair And Stools</p>

⁴ Images may be static images or interactive diagrams in .svg format. For information on viewing .svg diagrams, please see Appendix B.

Feature	Description
	<p>To the right of the breadcrumb trail is the Back a Level button that allows you to navigate back one level in the Find a Part navigation.</p>
	<p>On the far right is the Bookmark this button that allows you to bookmark the assembly so you can quickly locate the assembly again.</p>
	<p>Above the image are the Find Numbers. The Find Numbers correspond to the numbers on the image. These refer to a specific part of the assembly. When the find number circle is orange it means that the part numbers corresponding to that part(s) of the assembly are displayed in the parts listing below the image.</p> <p>To deselect a specific find number, click on the orange circle. The part is deselected and the part numbers associated to that find number are no longer in the parts listing.</p>
	<p>The image for the assembly is provided by Haworth. The numbers on the image are not hyperlinked but do reference the linked find numbers above the image. Each find number corresponds to a specific part of the assembly. The find number may have one or more part numbers associated to it. There may be more than one part number for a find number due to available finish options, dimensions or manufacturer dates for the product.</p>

Feature	Description
	<p>To the right of the image are tools to help you view the image. The magnifying glass with the + sign in it allows you to enlarge the image.</p> <p>While the image is enlarged you may use your mouse to pan the image. Panning allows you to move from one area of the image to another. Place your mouse indicator on the image and hold down the button. Move the mouse within the image to move the image to the area you wish to view.</p>
	<p>These arrows indicate Refresh. To return the image to its original orientation and size, click refresh.</p>
	<p>The magnifying glass with the - sign in it allows you decrease the image size.</p>
	<p>Below the image is the View all Parts button which allows you to view a listing of all the parts associated to the image without having to select all the find numbers.</p>
	<p>Once you click View all Parts or select a Find Number above the image, the button changes to be Hide all Parts. When you click this button any parts listed in the assembly parts listed are hidden and the button reverts to be View all Parts.</p>
	<p>Beside the View all Parts button is the Printable PDF button. When clicked the pdf contains the image and any parts that are currently displaying within the assembly parts list. This allows you to print a pdf with the part numbers associated to one or more Find Numbers or all the part numbers associated to the assembly.</p>

[Home](#) > [Find a Part](#)

 Welcome Maureen O'Reilly [My Profile](#) [Logout](#)
[Search for part...](#) [Cart - 0 Items](#)

[FIND A PART](#) [BOOKMARKS](#) [PREVIOUS ORDERS](#)

Find a Part

[Haworth Service Parts \(Rev. 03-01-11\) > Sgating Products > Accolade > Sled Base Chairs > Assembly: Seats](#)

[Back a Level](#) [Bookmark this](#)

Search these Results

Manufacture date:

Description / Notes:

1
2
3
4
5
6

Find #	Part #	Part Name	Description	Notes <small>(Mfg'd Dates)</small>	List Price
1	A775-SEAA	Inner Seat	Inner Seat,Highback,Leather	• includes fasteners	Select Options Add to Cart
1	A875-SEAA	Inner Seat	Inner Seat,Highback,Uph.Fabric/Faux Leather	• includes fasteners	Select Options Add to Cart
1	A735-SEAA	Inner Seat	Inner Seat,Midback,Leather	• includes fasteners	Select Options Add to Cart
1	A835-SEAA	Inner Seat	Inner Seat,Midback,Uph.Fabric/Vinyl	• includes fasteners	Select Options Add to Cart
1	A705-SEAA	Inner Seat	Inner Seat,Sled Base,Leather	• includes fasteners	Select Options Add to Cart
1	A805-SEAA	Inner Seat	Inner Seat,Sled Base,Uph. Fabric/Faux Leather	• includes fasteners	Select Options Add to Cart

Assembly Notes
 additional fasteners may be purchased at most hardware stores
 price for (1) piece unless noted

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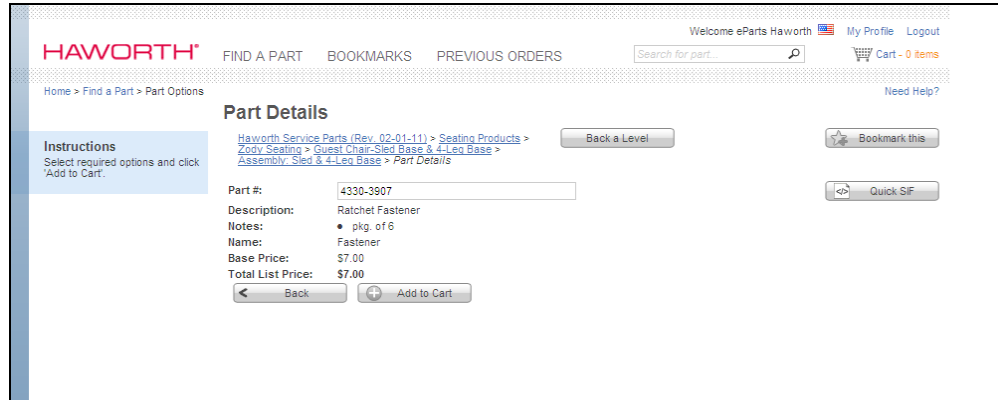
Feature	Description																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Find #</th> <th>Part #</th> <th>Part Name</th> <th>Description</th> <th>Notes <small>(Mfg'd Dates)</small></th> <th>List Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A775-SEAA</td> <td>Inner Seat</td> <td>Inner Seat,Highback,Leather</td> <td>• includes fasteners</td> <td>Select Options Add to Cart</td> </tr> <tr> <td>1</td> <td>A875-SEAA</td> <td>Inner Seat</td> <td>Inner Seat,Highback,Uph.Fabric/Faux Leather</td> <td>• includes fasteners</td> <td>Select Options Add to Cart</td> </tr> <tr> <td>1</td> <td>A735-SEAA</td> <td>Inner Seat</td> <td>Inner Seat,Midback,Leather</td> <td>• includes fasteners</td> <td>Select Options Add to Cart</td> </tr> <tr> <td>1</td> <td>A835-SEAA</td> <td>Inner Seat</td> <td>Inner Seat,Midback,Uph.Fabric/Vinyl</td> <td>• includes fasteners</td> <td>Select Options Add to Cart</td> </tr> <tr> <td>1</td> <td>A705-SEAA</td> <td>Inner Seat</td> <td>Inner Seat,Sled Base,Leather</td> <td>• includes fasteners</td> <td>Select Options Add to Cart</td> </tr> <tr> <td>1</td> <td>A805-SEAA</td> <td>Inner Seat</td> <td>Inner Seat,Sled Base,Uph. Fabric/Faux Leather</td> <td>• includes fasteners</td> <td>Select Options Add to Cart</td> </tr> </tbody> </table> <p>Assembly Notes additional fasteners may be purchased at most hardware stores price for (1) piece unless noted</p>	Find #	Part #	Part Name	Description	Notes <small>(Mfg'd Dates)</small>	List Price	1	A775-SEAA	Inner Seat	Inner Seat,Highback,Leather	• includes fasteners	Select Options Add to Cart	1	A875-SEAA	Inner Seat	Inner Seat,Highback,Uph.Fabric/Faux Leather	• includes fasteners	Select Options Add to Cart	1	A735-SEAA	Inner Seat	Inner Seat,Midback,Leather	• includes fasteners	Select Options Add to Cart	1	A835-SEAA	Inner Seat	Inner Seat,Midback,Uph.Fabric/Vinyl	• includes fasteners	Select Options Add to Cart	1	A705-SEAA	Inner Seat	Inner Seat,Sled Base,Leather	• includes fasteners	Select Options Add to Cart	1	A805-SEAA	Inner Seat	Inner Seat,Sled Base,Uph. Fabric/Faux Leather	• includes fasteners	Select Options Add to Cart	<p>The Find # references the 1 within the image and the corresponding 1 above the image.</p> <p>Any selected find numbers display in this column with the associated part numbers and their information.</p>
Find #	Part #	Part Name	Description	Notes <small>(Mfg'd Dates)</small>	List Price																																						
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1	A805-SEAA	Inner Seat	Inner Seat,Sled Base,Uph. Fabric/Faux Leather	• includes fasteners	Select Options Add to Cart																																						

Feature	Description
<p>Part #</p>	<p>Part # column lists the parts associated to each find number. There may be one or more parts for a find number due to available finish options, dimensions or manufacturer dates for the product. The part number is hyperlinked. If you click the part number you are taken to the Part Detail page.</p>
<p>Part Name</p>	<p>Part Name lists the generic part name associated to the find / part number.</p>
<p>Description</p>	<p>The Description column provides the description for each part. When there is more than one part number associated to a find number, the description helps provide the information as to the differences such as including the dimension if the part is available in different widths or information as to finish if for example it was available in fabric, vinyl or leather.</p>
<p>Notes <i>(Mfg'd Dates)</i></p>	<p>Beside the description are the Notes (Mfg'd Dates). This column provides additional information for the part that was not stated in the description. The Mfg'd Dates provide information as to what part you may need to order based on the manufacture date of the product.</p>
<p>List Price</p>	<p>The List Price column displays the list price of the part. If the part has options and finishes to be specified, than instead of a price Select Options displays. The Select Options displays instead of a price, as when options and finishes are selected for a part, the list price may change.</p>
<p>Select Options</p>	<p>If the part has options that require specification, under the price list column the price is not displayed but instead Select Options displays. When you click Select Options you are taken to the Part Details page where you may view and specify the options. Options do not need to be specified in order to add the part to the cart.</p>

Feature	Description
+Add to Cart	On the right hand side of each part in the listing is +Add to Cart . The button allows you to add the part to the cart. Each time you click Add to Cart a line is added to the cart with that part number. A single part may be added several times, each with an unique line number so that you may add line notes in the cart indicating the specific issue or reason the part is required.
Assembly Notes	Assembly Notes list any additional notes/information about the assembly and its parts.

Part Details

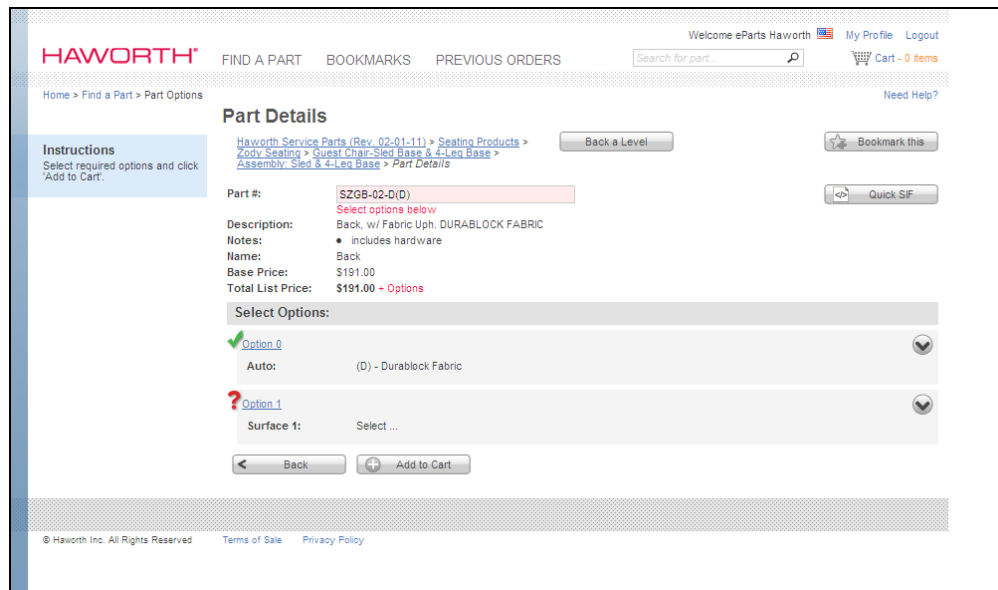
The Part Details page allows you to see details of a specific part, whether or not finishes need to be selected.

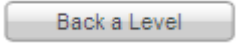
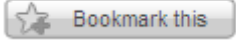
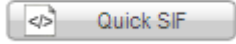


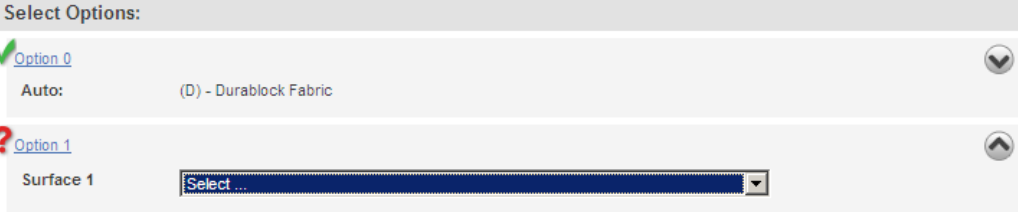
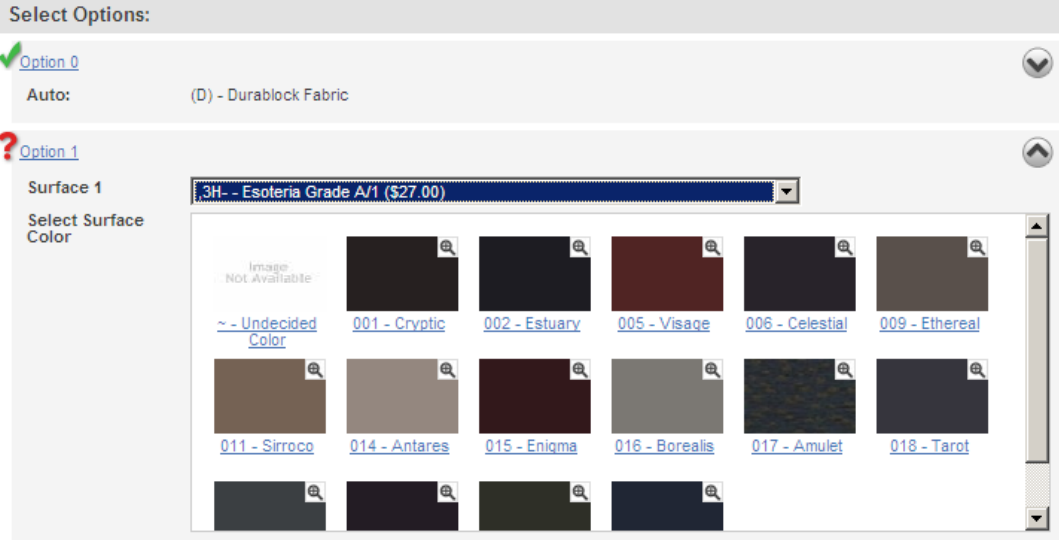


The Parts Details page may be accessed from the Assembly View (click the part number or Select Options link), the Cart (click the part number or Select Options link) or from a Bookmark.







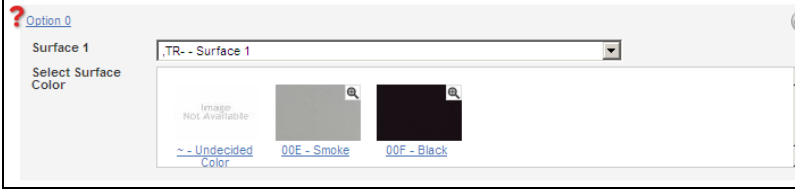



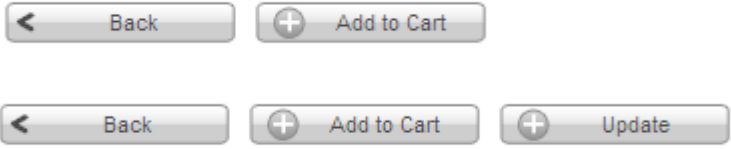
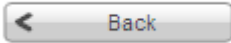
If the part has no options it displays with the details of the part, including the Part #, Description, Notes, Name, Base Price and Total List Price. (see image above).

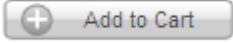

If a part has options to be specified, the part information displays as well as the option selection information.



Feature	Description
Breadcrumbs Trail	<p>At the top of the page beneath the Find a Part title is the breadcrumb trail. The breadcrumb trail allows you to view the levels you have navigated to reach this point.</p> <p>Example:</p> <p>Haworth Service Parts (Rev. 01-01-11) > Seating Products > Accolade > <i>Desk/Task Chair And Stools</i></p>
	<p>To the right of the breadcrumb trail is the Back a Level button that allows you to navigate back one level in the Find a Part navigation.</p>
	<p>On the far right is the Bookmark this button that allows you to bookmark the assembly so you can quickly locate the assembly again.</p>
Part #	<p>The Part # displays the selected part number. As options are selected, the complete part number is configured to reflect the selected options.</p> <p><input type="text" value="SZGB-02-D(D),3H-015"/></p>
	<p>The Quick SIF button allows you to generate a sif file for the part you are viewing on the Part Details page. You may generate the file when the part is fully or partially specified.</p>
Description	<p>The Description column provides the description for each part.</p>
Notes	<p>The Notes column provides the additional notes that may be appended to the description of the part.</p>
Name	<p>Name lists the generic part name associated to the find / part number.</p>
Base Price	<p>Base Price is the List Price of the part before any option pricing is applied. If there are no upcharges for options the Base Price and Total List Price are the same.</p>

Feature	Description
<p>Total List Price</p>	<p>The Total List Price is the configured list price, that is the Base Price + option pricing - \$191.00 - Options . Once the options are selected the Total List Price is updated to include option pricing. This is the List Price that is added to the cart.</p>
	
	
	<p>The green checkmark displays if an option has been specified or if it is automatically specified as there is only one selection available.</p>
	<p>The red question mark displays when an option has not been specified.</p>

Feature	Description
 and 	<p>The  and  icons expand and contract the option area.</p> <p>The contracted option sections displays as:</p>  <p>While the expanded area displays as:</p> 
<p>Selecting an option</p>	<p>If there is only one option selection, the selection list is prepopulated with that option.</p>  <p>If there is more than one selection for the option, a selection list displays.</p> 
	<p>Swatches display when you are selecting options, if your profile is set to display swatches. If your profile indicates that swatches are not to display, only the option number and description shows. OOE - Black</p> <p>When swatches display the top right corner of the swatch has a magnifying glass . When you click the magnifying glass a larger swatch displays.</p>
	
	<p>At the bottom of the Parts Details page is the Back button. The Back button takes you back to the previous page.</p>

Feature	Description
	At the bottom of the Parts Details is the Add to Cart button. The Add to Cart button adds the part to the cart. The part is added on its own line.
	If you accessed the Parts Details page from the cart, once you have specified or made changes to the part, click Update to update the existing line in the cart containing this part number. If you select Add to Cart instead of Update another line is added to the cart.



Notes

Search


Searching for Parts and Assemblies

No matter where you are within the application, the Search text box is available in the top navigation. The search box allows you to enter a word, phrase, number or partial part number.



The default search parameters searches your default manufacturer catalog as defined within your profile. The additional parameters are to search based on:

- Any Word – searches for a match on any word (or number) that you have entered within the Search text box.
- Search all part numbers, part descriptions, part notes, assembly names and description, base numbers and assembly / part mappings.

After you have entered your search value(s) click the magnifying glass  or Enter on your keyboard. The Search Results displays.

Note: You may click the magnifying glass in the search text box or click Enter on your keyboard to perform the search.

Within the results, your search word(s) or part number is highlighted.

[Home](#) > [Search](#)

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[Cart - 8 Items](#)

Search

Searching for:






Manufacturer:

Product Line:

[Show Advanced Search Options](#)

Search Results:

Assemblies - 5 matches

Thumbnail	Name	Description	
	Guest & Stacking Chairs	Tally Series - Guest & Stacking Chairs	Product Features
	Public Seating	Tally Series - Public Seating - Corner Tables	Product Features
	Public Seating	Tally Series - Public Seating - T Tables	Product Features
	Public Seating	Tally Series - Public Seating - Tables & Bench	Product Features
	Public Seating	Tally Series - Public Seating - X Tables	Product Features

Parts - 4 matches

Part #	Description	Notes (Mfg'd Date)	List Price	
M100-098-4	Leg Bolt, 5/16 x 2-1/2", w/ Flat Washer	• incl. (4) sets	\$14.00	Add to Cart
M100-098-6	Screw, #9 x 1-1/2" Flat Hd., PH.	• pkg. of 20	\$13.00	Add to Cart
M100-098-5	Screw, #9 x 2-1/4" Flat Hd., PH.	• pkg. of 20	\$18.00	Add to Cart
M100-098-7	Bolt, 5/16 - 18 x 6", w/ Hex Nut & Flat Washers	• incl. (4) sets	\$22.00	Add to Cart

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Search Results

The Search Results are divided into four sections.

- Search parameters
- Advanced Search
- Assembly Results
- Parts Results

Search Parameters

The first section is the Search parameters. The parameters display the information that the current search was based upon.

Searching for:	<input type="text" value="M100-09"/>	<input type="button" value="Go"/>
Manufacturer:	<input type="text" value="Haworth Service Parts (Rev. 01-01-11)"/>	
Product Line:	<input type="text" value="All"/>	

Searching for displays the entry you made for your search. You may refine the entry and click Go to redo the search.

Manufacturer is a drop-down listing. The selected entry is the manufacturer the search was done against. The default is based on your profile. You may select another from the listing (if you have access to more than one) and click Go to perform the search with new parameters.

The Product Line defaults to all product lines. You may narrow the search down by selecting a particular product line and executing the search with the new parameters.

Search

Searching for:

Manufacturer:




Product Line:

[Show Advanced Search](#)

Search Results:

Assemblies - 5 mat

[Thumbnail](#)
[Hide](#)

- Adaptable Components
- Ascent
- Asheville Collection
- Berkshire Collection
- Berlin
- BRAZO
- Candor Seating
- Cassis Seating
- Castelli For Haworth
- Catalyst Seating
- Cavendish Collection
- Compose
- Composites
- Crossings
- Enclose
- Ergonomic Tools
- Essex Series
- Eton Series
- Executive Wood Tables
- Forenze Seating
- Galerie Collection
- Groupe Lacasse
- Hello
- if
- Impro
- Improv Seating
- Jump Stuff
- Katia Series
- Kinetics Seating

[Product Features](#)


[Product Features](#)

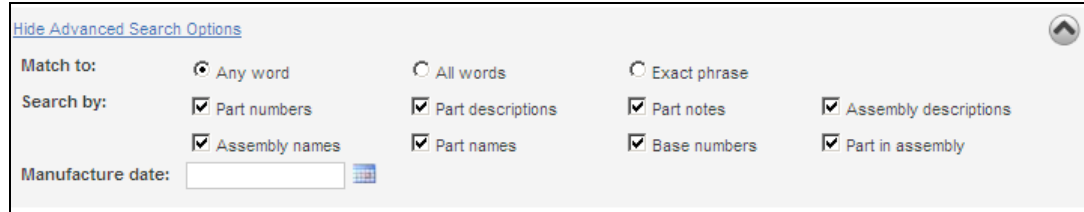
[Product Features](#)

Advanced Search

Advanced Search is the next section.



Advanced Search allows you to add further filters for your search. You may expand the search options by clicking Show Advanced Search Options link or clicking the expand icon ().



The Advanced Search Options include:

Advanced Search Option	What the search option means
Match to:	What in the Search entry you are matching
Any Word	When searching for the entry made in the search box a match is made to any matching entry. If your search contains more than one word, it matches on any word in the phrase.
All Words	When searching for the entry made in the search box a match is made to items containing all the words in your search.
Exact Phrase	When searching for the entry made in the search box a match is made to items containing the exact phrase in your search.

Here are examples of search results based on Any Word, All Words and Exact Phrase. The same phrase “Boogie Board” is used for each of the searches.

Example of Any Word Search and Results:

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Welcome Maureen O'Reilly [My Profile](#) [Logout](#)
 [Cart - 3 items](#)

[Home > Search](#) [Need Help?](#)

Browse
Would you rather drill down through the catalog to find your part?
[Browse Catalog](#)

Search these Results

Search

Searching for: [Go](#)

Manufacturer:

Product Line:

[Show Advanced Search Options](#)

Search Results:

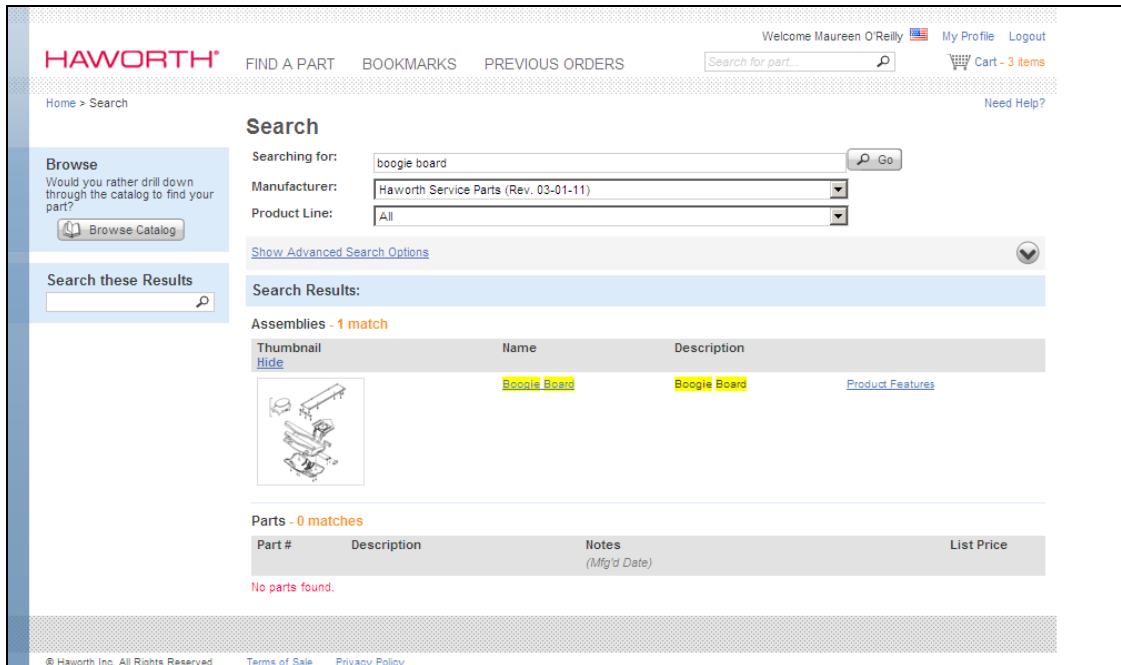
Assemblies - 41 matches 1 - 10 of 41

Thumbnail	Name	Description	Product Features
	Easels	Planes - Easels	Product Features
	Articulating Keyboard Tray	RACE - Worksurface Accessories - Articulating Keyboard Tray	Product Features
	AKP - Locking/Sit-to-Stand	Ergonomic Work Tools - Adjustable Keyboard Pads - Locking Tilt & Sit-to-Stand	Product Features
	AKP - Dial Tilt	Ergonomic Work Tools - Adjustable Keyboard Pads - Dial Tilt	Product Features
	AKP - AKP/AKPT	Adjustable Keyboard Pad - AKP-2 Series - Manuf. After 9/1/1999, AKPT-3 Series - Manuf. After 10/7/1997, AKPT-4 Series - Manuf. After 10/7/1997, AKPT-4 Series - Manuf. After 10/7/1997	Product Features

Parts - 86 matches 1 - 10 of 86

Part #	Description	Notes <small>(Mfg'd Date)</small>	List Price
1130-7301	Keyboard Tray Arm		Select Options Add to Cart
1793-9607	Markerboard, 36" x 47"		\$506.00 Add to Cart
1793-9608	Markerboard, 36" x 52"		\$618.00 Add to Cart
1793-9609	Markerboard, 36" x 63"		\$926.00 Add to Cart
1793-9610	Markerboard, 48" x 47"		\$684.00 Add to Cart

Example of Any Word Search and Results:




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 Home > Search [Need Help?](#)

Search
 Searching for:
 Manufacturer:
 Product Line:

[Show Advanced Search Options](#)

Search Results:
Assemblies - 1 match

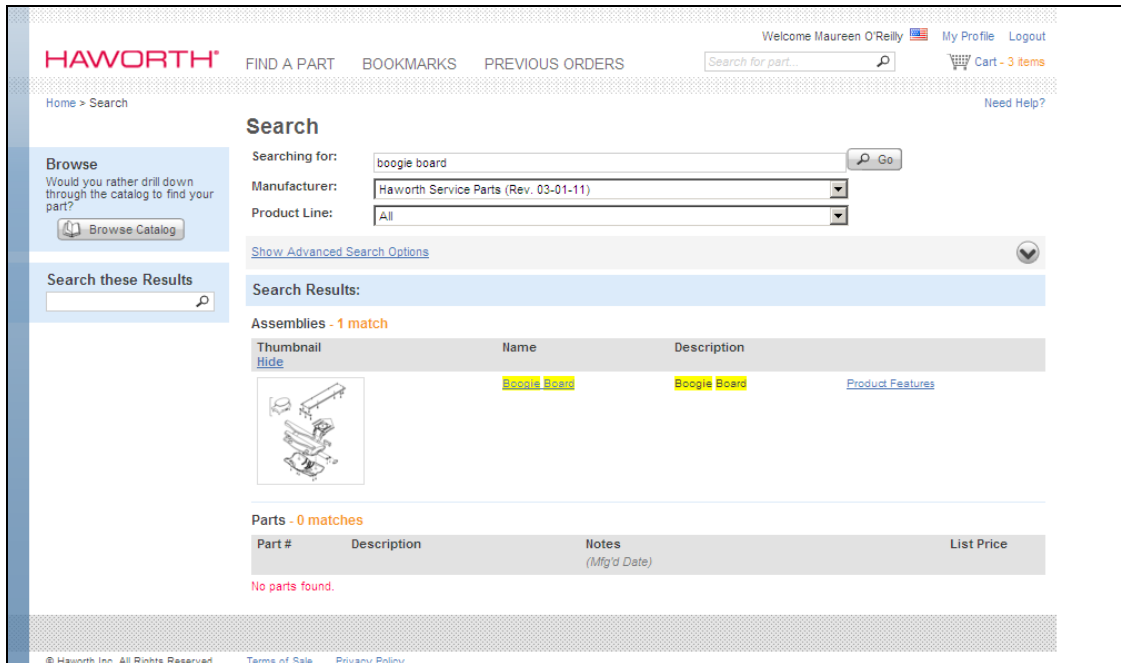
Thumbnail	Name	Description	
	Boogie Board	Boogie Board	Product Features

Parts - 0 matches

Part #	Description	Notes	List Price
No parts found.			

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Example of Exact Phrase Search and Results:




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 Home > Search [Need Help?](#)

Search
 Searching for:
 Manufacturer:
 Product Line:

[Show Advanced Search Options](#)

Search Results:
Assemblies - 1 match

Thumbnail	Name	Description	
	Boogie Board	Boogie Board	Product Features

Parts - 0 matches

Part #	Description	Notes	List Price
No parts found.			






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Advanced Search Option	What the search option means
Search By	(What areas you are searching)
Part Numbers	Searches all part numbers within the selected manufacturer.
Part Descriptions	Searches all part descriptions in the selected manufacturer.
Part Notes	Searches all notes assigned to parts.
Assembly Description	Searches all assembly descriptions.
Assembly Names	Searches all assembly names.
Part Names	Searches all part names.
Base Numbers	Searches all base numbers as they are assigned to assembly features.
Part in Assembly	Searches all assemblies with the part number mapped to that assembly.
Manufacture Date	Allows you to enter a date and when searching the parts, it includes items that match that date or have no manufacture date assigned.

You may collapse the search options by clicking Hide Advanced Search Options or clicking the icon .

Assembly Results

Below the Advanced Search Options is the first section of the results – Assemblies.

Search Results:			
Assemblies - 5 matches			
Thumbnail Hide	Name	Description	
	Guest & Stacking Chairs	Tally Series - Guest & Stacking Chairs	Product Features
	Public Seating	Tally Series - Public Seating - Corner Tables	Product Features
	Public Seating	Tally Series - Public Seating - T Tables	Product Features
	Public Seating	Tally Series - Public Seating - Tables & Bench	Product Features
	Public Seating	Tally Series - Public Seating - X Tables	Product Features

The number of assemblies that match the search criteria is displayed at the top of the assembly results. The number of records that display is based on the setting in your profile. If there are more matches than your number of records, the results are paginated.

A thumbnail of the assembly displays as well as the name and description of the assembly. There is a link to the **Product Features**, which include any assembly notes, the base product numbers, the product line and the assembly name.

To view the large image of the assembly along with the find numbers and associated parts, click the **Assembly Name** or thumbnail image.

Part Results

After the assembly results are the part results.

Parts - 6 matches			
Part #	Description	Notes (Mfg'd Date)	List Price
M100-0984	Lag Bolt, 5/16 x 2-1/2", w/ Flat Washer	• incl. (4) sets	\$14.00 Add to Cart
M100-0985	Screw, #9 x 1-1/2" Flat Hd., PH.	• pkg. of 20	\$13.00 Add to Cart
M100-0986	Screw, #9 x 2-1/4" Flat Hd., PH.	• pkg. of 20	\$18.00 Add to Cart
M100-0987	Bolt, 5/16 - 18 x 6", w/ Hex Nut & Flat Washers	• incl. (4) sets	\$22.00 Add to Cart
M100-0998	Table Top, Double, Lam.		Select Options Add to Cart
M100-0999	Table Top, Double T, Lam.		Select Options Add to Cart

The number of parts that match the search criteria is displayed at the top of the parts results. The number of records that display is based on the setting in your profile. If there are more matches than your number of records, the results are paginated.

The part results display the Part #, Description, Notes and List Price. You may add the part to the cart by clicking Add to Cart beside the individual part.

To view the part details click the linked part number.

If the part requires finishes there is a Select Options link in the List Price column. The Select Options link takes you to the Part Details page where you may specify the finishes.

The screenshot shows the 'Part Details' page for part M100-0998. The page includes a navigation breadcrumb, a search bar, and a 'Need Help?' link. The main content area displays the part's description, notes, name, base price, and total list price. A 'Select Options' section is visible, showing a dropdown menu for 'Surface 1' with a selection of color swatches. The selected option is '0H - Laminate'. Below the swatches, there are 'Back' and 'Add to Cart' buttons.

Search within Results

When viewing the results of your search, you may also do a search within your results.

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Search
 Searching for: Go





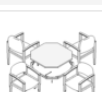
Manufacturer:

Product Line:

[Show Advanced Search Options](#)

Search Results:

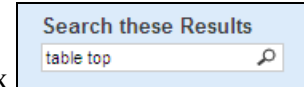
Assemblies - 5 matches

Thumbnail Hide	Name	Description	Product Features
	Guest & Stacking Chairs	Tally Series - Guest & Stacking Chairs	Product Features
	Public Seating	Tally Series - Public Seating - Corner Tables	Product Features
	Public Seating	Tally Series - Public Seating - T Tables	Product Features
	Public Seating	Tally Series - Public Seating - Tables & Bench	Product Features
	Public Seating	Tally Series - Public Seating - X Tables	Product Features

Parts - 4 matches

Part #	Description	Notes <small>(Mfg'd Date)</small>	List Price	
M100-098-4	Lag Bolt, 5/16 x 2-1/2", w/ Flat Washer	• incl. (4) sets	\$14.00	Add to Cart
M100-098-6	Screw, #9 x 1-1/2" Flat Hd., PH.	• pkg. of 20	\$13.00	Add to Cart
M100-098-5	Screw, #9 x 2-1/4" Flat Hd., PH.	• pkg. of 20	\$18.00	Add to Cart
M100-098-7	Bolt, 5/16 - 18 x 6", w/ Hex Nut & Flat Washers	• incl. (4) sets	\$22.00	Add to Cart

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In the upper left portion of the screen is a search text box that allows you to enter a part number or word to narrow down your results listing. When you make an entry and then click Enter on your keyboard, the screen refreshes to display the new results.

Note: You may click the magnifying glass in the search text box or click Enter on your keyboard to perform the search.

The Search these Results is also available when navigating through the catalog (Find a Part) and when viewing previous orders. When in Find a Part the Search these Results allows you to narrow down your search within the particular portion of the catalog you are currently navigating.

When in Previous Orders the Search these Results allows you to search for a part number or order name.



Notes

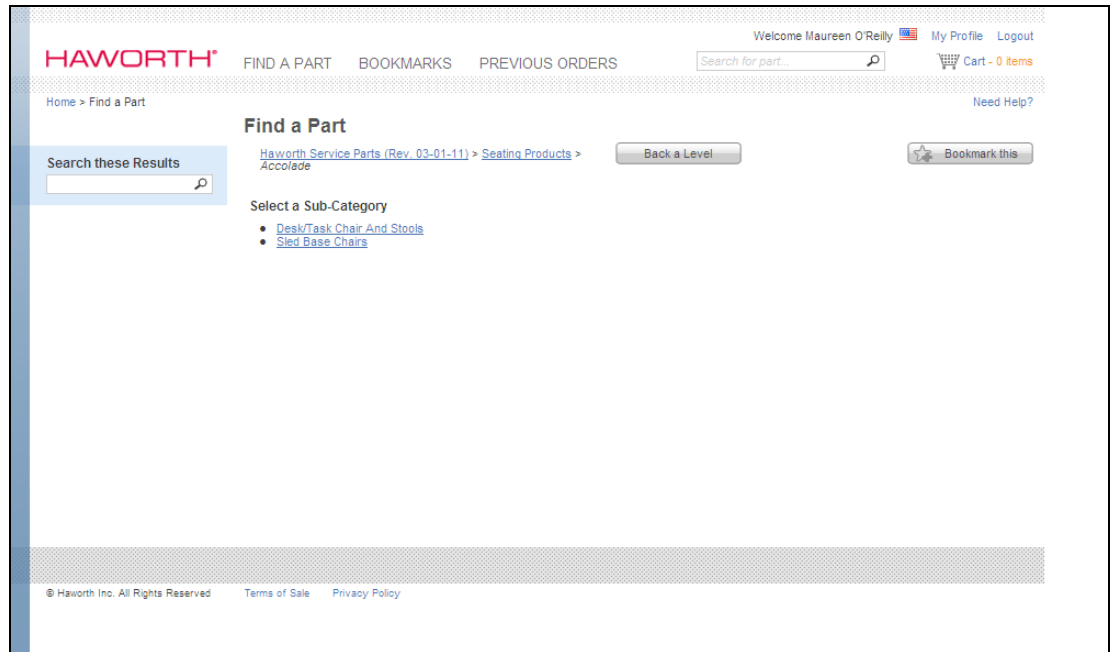
My Bookmarks

Using Bookmarks

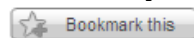
My Bookmarks allows you to mark specific areas within the eParts application that refer to parts or assemblies that you may need to view often. The bookmark creates a shortcut to the particular area that may be reused several times, allowing you quick access to the part or assembly, rather than using Search or the Find a Part catalog navigation.

Bookmarks may also be shared with other eParts users. You may email the Bookmark information to another user allowing them to view the same item.

You may create bookmarks while browsing within Find A Part or when in Search when viewing specific search result items.



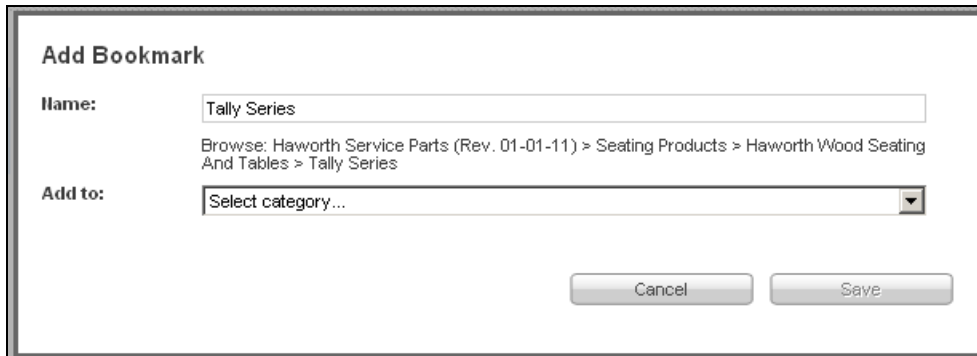
Whenever you are on a page that allows bookmarks, the Bookmark this



button displays at the top right of the page.

To bookmark the page, click **Bookmark this**. A pop-up displays that allows you to add a name for the bookmark and also select which category to add it to.

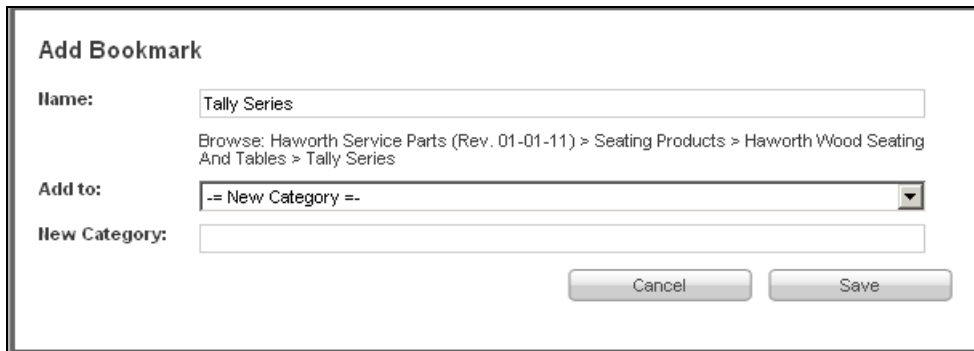
The Name defaults to the part or assembly you are currently viewing, but you may overwrite the name with one that has specific meaning to you.



The Add to drop-down list allows you to select which category you are assigning the bookmark to. The categories in the listing are ones that you have created.

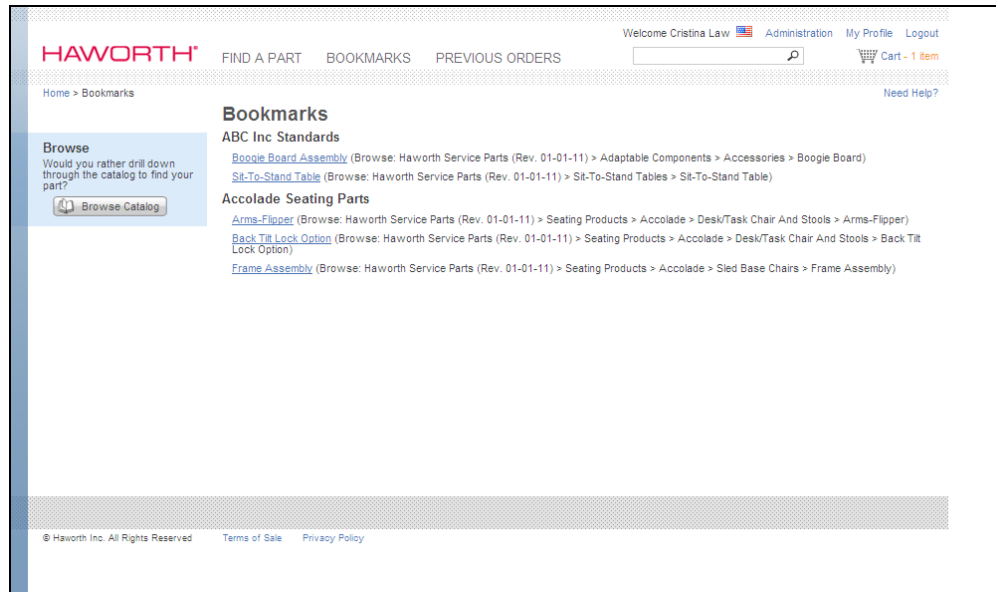
The Category allows you to define subjects within which you add your bookmarks. These may be based on a customer name, product line or specific issue.

If you do not have one already created, select **New Category** from the Add to drop-down list.



A new text box is added to the Add Bookmark page so that you can create your category. When you have entered all your values, click **Save**.

A listing of all the bookmarks you have created is found under **Bookmarks**.



HAWORTH FIND A PART BOOKMARKS PREVIOUS ORDERS Welcome Cristina Law Administration My Profile Logout Cart - 1 Item Need Help?

Home > Bookmarks

Bookmarks

ABC Inc Standards

- [Boogie Board Assembly](#) (Browse: Haworth Service Parts (Rev. 01-01-11) > Adaptable Components > Accessories > Boogie Board)
- [Sit-To-Stand Table](#) (Browse: Haworth Service Parts (Rev. 01-01-11) > Sit-To-Stand Tables > Sit-To-Stand Table)

Accolade Seating Parts

- [Arms-Flipper](#) (Browse: Haworth Service Parts (Rev. 01-01-11) > Seating Products > Accolade > Desk/Task Chair And Stools > Arms-Flipper)
- [Back Tilt Lock Option](#) (Browse: Haworth Service Parts (Rev. 01-01-11) > Seating Products > Accolade > Desk/Task Chair And Stools > Back Tilt Lock Option)
- [Frame Assembly](#) (Browse: Haworth Service Parts (Rev. 01-01-11) > Seating Products > Accolade > Sled Base Chairs > Frame Assembly)

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The listing displays the categories in alphanumeric order and the bookmarks below each category are also in alphanumeric order.



Bookmarks

ABC Company - Filing Service Issues

- [Misc. Legacy Parts - Lateral Files](#) (Browse: Haworth Service Parts (Rev. 02-01-11) > Master Series(Calgary)-Shipments Through May 2010 > Misc. Legacy Parts - Lateral Files)

Keyboards

- [Akp-2 Series](#) (Browse: Haworth Service Parts (Rev. 02-01-11) > Unigroup System > Accessories > Adjustable Keyboard Akp-2 Series)
- [Boogie Board](#) (Browse: Haworth Service Parts (Rev. 02-01-11) > Unigroup System > Accessories > Boogie Board)

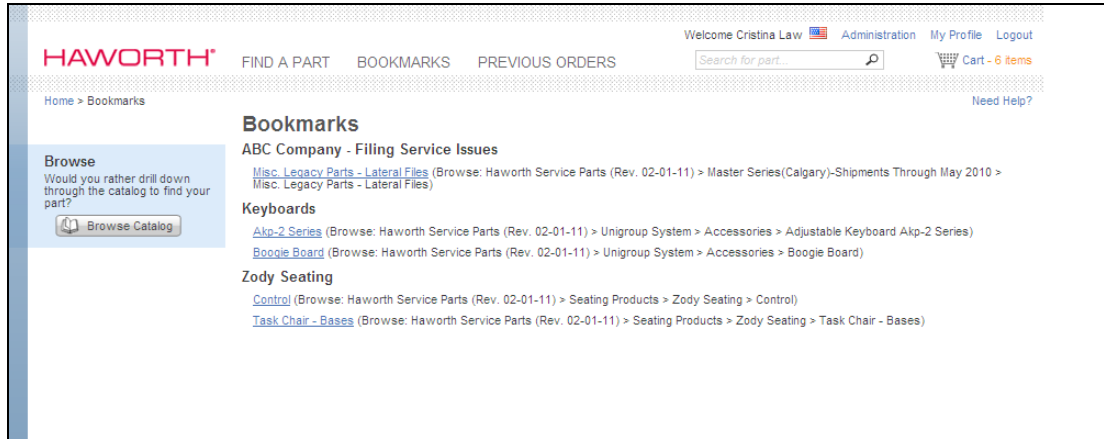
Zody Seating

- [Control](#) (Browse: Haworth Service Parts (Rev. 02-01-11) > Seating Products > Zody Seating > Control)
- [Task Chair - Bases](#) (Browse: Haworth Service Parts (Rev. 02-01-11) > Seating Products > Zody Seating > Task Chair - Bases)

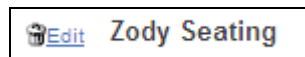
The linked bookmark name allows you to return to the page you bookmarked without navigating through Find A Part or Search.

Administering Bookmarks

Within the Bookmarks screen you are able to administer the bookmarks and categories you have created. When you hover the cursor over the bookmark name, icons display to the left of the bookmark.



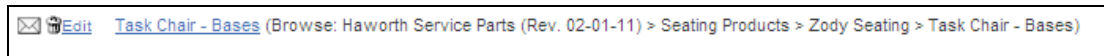
When you hover over the category or bookmark, icons display to the right that allow you to administer them.



The trash can icon allows you to delete the category. When you delete a category, all the bookmarks associated to the category are also deleted.



Edit allows you to edit the category name.



The envelope icon allows you to email the bookmark to another eParts user.




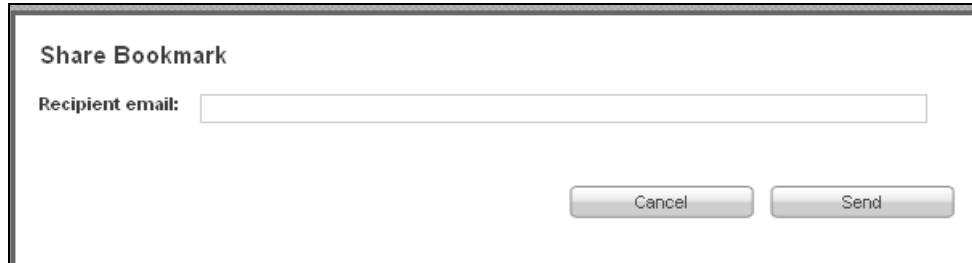
The trash can icon allows you to permanently delete the bookmark. If you have emailed this bookmark to another user and delete it, when they try to access the bookmark a message displays that The bookmark is invalid.



Edit allows you to edit the bookmark name and/or category it is associated to.

Emailing Bookmarks

To send the bookmark to another user, click . The Share Bookmark window displays, which allows you to enter the email address of the person you wish to send the bookmark to. You may only enter one email address.



The image shows a dialog box titled "Share Bookmark". It contains a label "Recipient email:" followed by a text input field. At the bottom right of the dialog box, there are two buttons: "Cancel" and "Send".

Enter the email address and click Send. The subject line of the email the user receives is Haworth eParts - Bookmark link.

The contents of the email are:

[First and Last name of sender] thought you would be interested in reviewing this link from Haworth eParts's web site.

Accolade Seating Parts

[Frame Assembly \(Browse: Haworth Service Parts \(Rev. 01-01-11\) > Seating Products > Accolade > Sled Base Chairs > Frame Assembly\)](#)

Click on the link above to view the complete details. If you cannot directly link to the site from within this email, copy and paste the complete link below to your browser address bar.

<http://www10.kisp.com/Bookmark/Go/82>

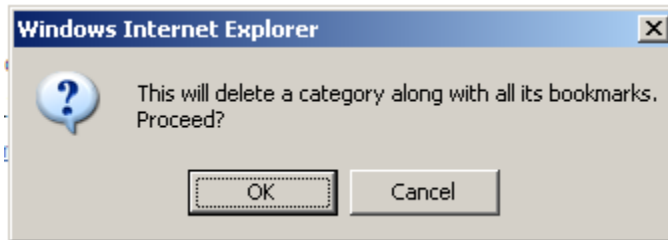
When the recipient uses the links or pastes the address in the browser address bar, the eParts login screen displays. Once he enters his user id and password the page that is bookmarked displays. The user may choose to bookmark the selection under their own account for future reference.

If the bookmark has been deleted by the original sender, the message The bookmark is invalid displays.

Deleting Categories and Bookmarks

To delete a bookmark or category use the  icon. Once you click the trash can the category or bookmark is permanently deleted.

When you delete a category, all bookmarks beneath that category are also deleted. Before the delete is final you are presented with



If you click OK, the category and its bookmarks are deleted. If you click Cancel, the delete action is canceled.

When you delete a bookmark, there is no “Are you sure” and you cannot retrieve the bookmark. Bookmarks may be recreated by navigating to the page and using Bookmark this.

If you have emailed the bookmark you deleted to another eParts user, when he tries to access the bookmark he will get the message The bookmark is invalid.

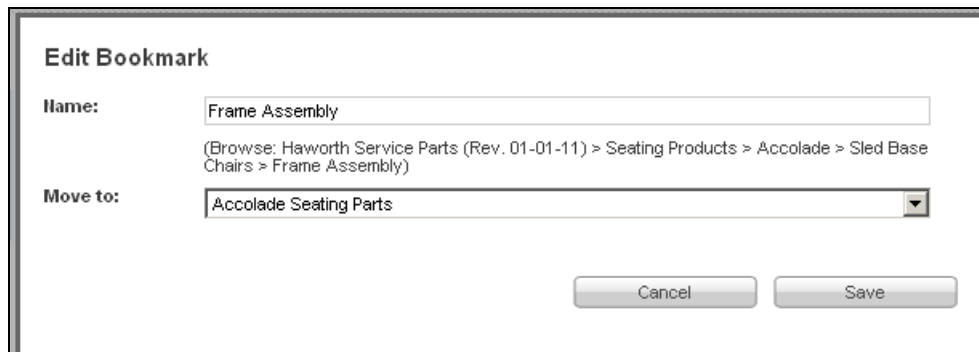
Editing Categories and Bookmarks

To edit a category click [Edit](#) . The Edit Bookmark Category window displays that allows you to change the name of the category.



To edit a bookmark click [Edit](#) . The Edit Bookmark window displays that allows you to change the name and/or move the bookmark to a new category.

Note: If you move your bookmark to a new category and you had previously emailed the link to another eParts user, he is still able to access the link.



Once you have made your changes, click **Save**.



Notes



The Cart

Using the Cart

You may only have one active cart at a time, but there is no limit to the number of items you may add to the cart.

Parts may be added to the cart from Search Results, Assemblies, Part Details and from Previous Orders screens. Parts may also be added when you are in the cart itself.

Parts do not need to be fully specified to be added to the cart.

Once you are in the cart you may:

- Add an order name.
- Add a part.
- Create a PDF.
- Create a Quick SIF.
- Clear the Cart.
- Add / Edit line notes.
- Update items (Quantities and Options).
- Show Option Detail (Hide Option Detail).
- Show Part Notes and Mfg Dates (Hide Part Notes and Mfg Dates).
- Show Line Notes (Hide Line Notes).
- Generate an order. Generate an order consists of three steps that result in the creation of a SIF and CIF file.

Adding Parts to the Cart

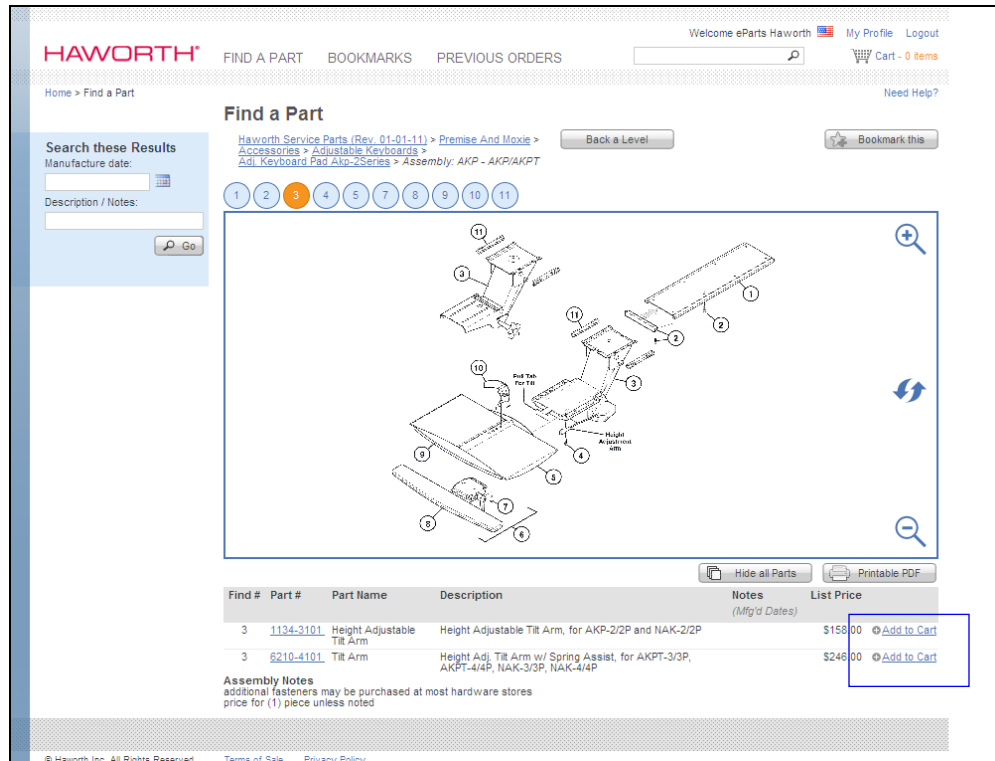
Parts may be added to the cart from Search Results, Assemblies, Part Details and from Previous Orders screens. The ability to add a part to the cart is indicated by either [+ Add to Cart](#) or [+ Add to Cart](#).

When you are in a cart you can also add a part by using the Add Part # button



Adding Parts from Search Results or from Assemblies

When viewing the parts in an assembly or the parts listed in Search Results, [+ Add to Cart](#) displays to the right of the part information, allowing you to add the specific part to the current cart.



The screenshot shows the Haworth eParts interface. At the top, there's a navigation bar with 'HAWORTH', 'FIND A PART', 'BOOKMARKS', and 'PREVIOUS ORDERS'. A search bar and user account links are also present. The main content area is titled 'Find a Part' and shows a breadcrumb trail: 'Haworth Service Parts (Rev. 01-01-11) > Premise And Moxie > Accessories > Adjustable Keyboards > Adj. Keyboard Pad AKP-2Series > Assembly: AKP - AKP/AKPT'. Below this is an exploded view diagram of a keyboard assembly with numbered callouts (1-11). A table below the diagram lists parts with columns for 'Find #', 'Part #', 'Part Name', 'Description', 'Notes', and 'List Price'. The second row of the table is highlighted, and its 'Add to Cart' button is circled in blue.

Find #	Part #	Part Name	Description	Notes	List Price
3	1134-3101	Height Adjustable Tilt Arm	Height Adjustable Tilt Arm, for AKP-2/2P and NAK-2/2P		\$158.00
3	6210-4101	Tilt Arm	Height Adj. Tilt Arm w/ Spring Assist. for AKPT-3/3P, AKPT-4/4P, NAK-3/3P, NAK-4/4P		\$246.00

Assembly Notes
additional fasteners may be purchased at most hardware stores price for (1) piece unless noted

When you click Add to Cart, the top right Cart expands to briefly display the parts in the cart.

Cart		Total Amount: \$1,187.00
Part #	Part Name	Qty
A805-SEAA	Inner Seat	1
A805-SEAA	Inner Seat	1
A805-SEAA	Inner Seat	1
A805-SEAA	Inner Seat	1
M100-0998	Table Top	1
1111		1

When the view closes the Cart indicator displays the current number of items in the cart. Cart - 6 items

Adding Parts from Part Details

Parts may also be added to the cart from the Part Details screen.

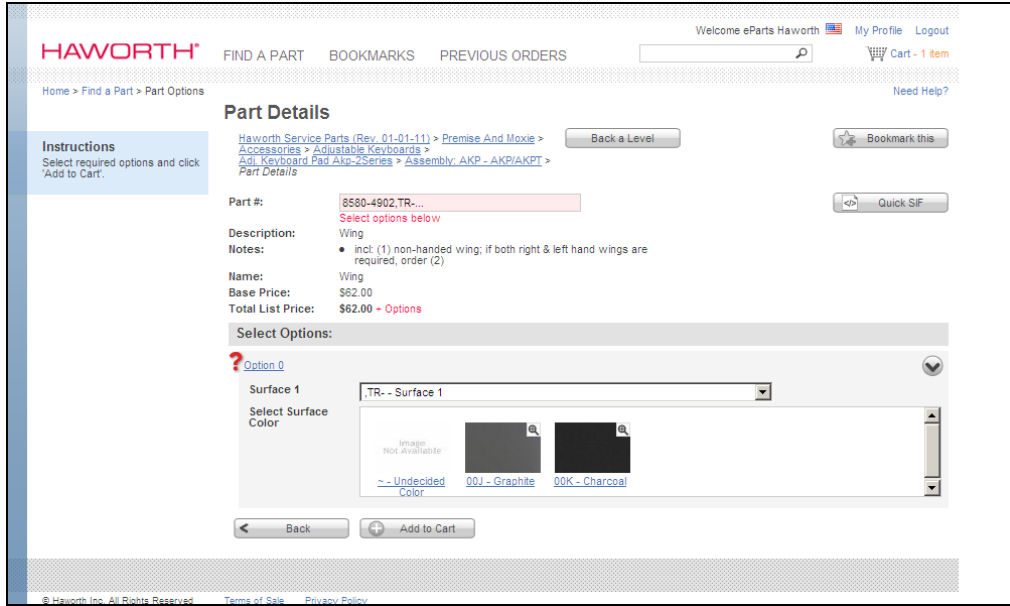
Note: For further information on the Part Details screen, please refer to the section called Part Details.

The screenshot shows the 'Part Details' page for part number 6210-4101. At the top, there is a navigation bar with 'HAWORTH' logo, 'FIND A PART', 'BOOKMARKS', and 'PREVIOUS ORDERS'. A search bar and a shopping cart icon showing '0 items' are also present. The main content area includes a breadcrumb trail: 'Home > Find a Part > Part Options'. Below this, there are instructions: 'Select required options and click 'Add to Cart''. The part details section shows:

- Part #: 6210-4101
- Description: Height Adj. Tilt Arm w/ Spring Assist, for AKPT-3/3P, AKPT-4/4P, NAK-3/3P, NAK-4/4P
- Name: Tilt Arm
- Base Price: \$246.00
- Total List Price: \$246.00

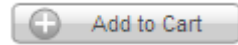
 At the bottom of this section are 'Back' and 'Add to Cart' buttons. On the right side, there are buttons for 'Back a Level', 'Bookmark this', and 'Quick SF'. The footer contains copyright information: '© Haworth Inc. All Rights Reserved' and links for 'Terms of Sale' and 'Privacy Policy'.

Part Details also allows you to specify any options and finishes that may be required for the part.



The options display along with swatches, allowing you to make your selections.

You may also add the product to the cart from this page using



When you add to cart the top right Cart expands to briefly display the parts in the cart.

Cart		Total Amount: \$1,187.00
Part #	Part Name	Qty
A805-SEAA	Inner Seat	1
A805-SEAA	Inner Seat	1
A805-SEAA	Inner Seat	1
A805-SEAA	Inner Seat	1
M100-0998	Table Top	1
1111		1

When the view closes the Cart indicator displays the current number of items in the cart. Cart - 6 items

Adding Parts from Previous Orders

You may add parts to your current cart from an order you have previously generated⁵. When you add a part from a previous order it verifies that the part is still a valid part within the current catalog and updates the pricing and description to the latest information.

To add a part from a previous order, you need to locate the order⁶ and access Order Details.

Order name: ABC Co - Places TOO - 3rd floor
 Order #: 47
 Currency: USD
 Update date: 01/26/2011
 Total items: 3
 Total Amount: \$154.00

Header Details

Customer name: ABC Co
 Contact: John Helaner
 Phone #: 513-859-8598
 Original Order #: 9899
 Original PO #: 2
 Mfg Date: 01/04/2011
 # Laborers: 2
 # Labor Hours: 1
 Labor Rate: 35
 Overtime: no
 Travel: .5
 Total Labor: 3
 Other Charges: no

All	Part #	Part Name	Description	Qty	List Price	Extended Price	
<input type="checkbox"/>	5340-5516	Drop Mount Bracket Kit	Drop Mount Bracket Kit, for Mach-Hgt Unit	1	\$59.00	\$59.00	Line notes added
<input type="checkbox"/>	1918-0403	Modesty Bracket Kit	Modesty Bracket Kit	1	\$77.00	\$77.00	Line notes added
<input type="checkbox"/>	6220-7901	Grommet Kit	Grommet Kit	1	\$18.00	\$18.00	Line notes added
						Total Amount:	\$154.00

Download

SIF (Product File) [Download SIF](#)
 CIF (Header File) [Download CIF](#)

[Back](#)

You may add one or more of the parts in the previous order to your current cart. Select the checkboxes associated to the part numbers you wish to add to the cart.

When all the parts are selected click [Add to Cart](#).

The items are added to the cart. The [Cart - 4 items](#) is updated to reflect the new number of items in the cart.

⁵ Previous Orders refer to carts that completed the generate order process in order to create a CIF and SIF file.

⁶ See section on Previous Orders for more information on locating orders and accessing the Orders Detail page.

Adding Parts from in the Cart

When you are in the cart you may add additional part numbers to the cart. To view the cart click the cart icon **Cart - 4 items**.

Cart

Order name:
 Currency: USD
 Update date: 02/02/2011

[Add Part #](#)
[Clear Cart](#)
[Quick SIF](#)
[Printable PDF](#)

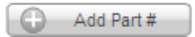
[Show option details](#) [Show part notes / mfg'd dates](#) [Show line notes](#)

Part #	Part Name	Description	Qty	List Price	Extended Price	
5210-4101	Tilt Arm	Height Adj. Tilt Arm w/ Spring Assist. for AKPT-3/3P, AKPT-4/4P, NAK-3/3P, NAK-4/4P	1	\$246.00	\$246.00	Add line notes
8580-4902	Wing	Wing	1	\$62.00	\$62.00	Add line notes Change options
5340-5516	Drop Mount Bracket Kit	Drop Mount Bracket Kit, for Mach-Hgt Unit	1	\$59.00	\$59.00	Add line notes
1818-0403	Modesty Bracket Kit	Modesty Bracket Kit	1	\$77.00	\$77.00	Add line notes
Total Amount:					\$444.00	

[Generate Order](#)

The total is based on current list price. Actual order totals will vary based on discounting, labor and warranty claim issues. E-Parts placed before 2:00 pm EST during regular business days will be processed and shipped the next business day. (Additional comments on the current layout you provided.)

To add a part directly to the cart without searching or navigating the catalog, click



Note: When adding a part number you add the 8-character part number such as A805-SEAA. You do not add the part number with the finishes included, such as A805-SEAA(),8E-L02.

Add Part by Part #

Part #	Description	Qty
<input type="text" value=""/>	Enter part #...	<input type="text" value="1"/>

[Cancel](#) [Save](#)

[Add Part #](#)
[Clear Cart](#)
[Quick SIF](#)
[Printable PDF](#)

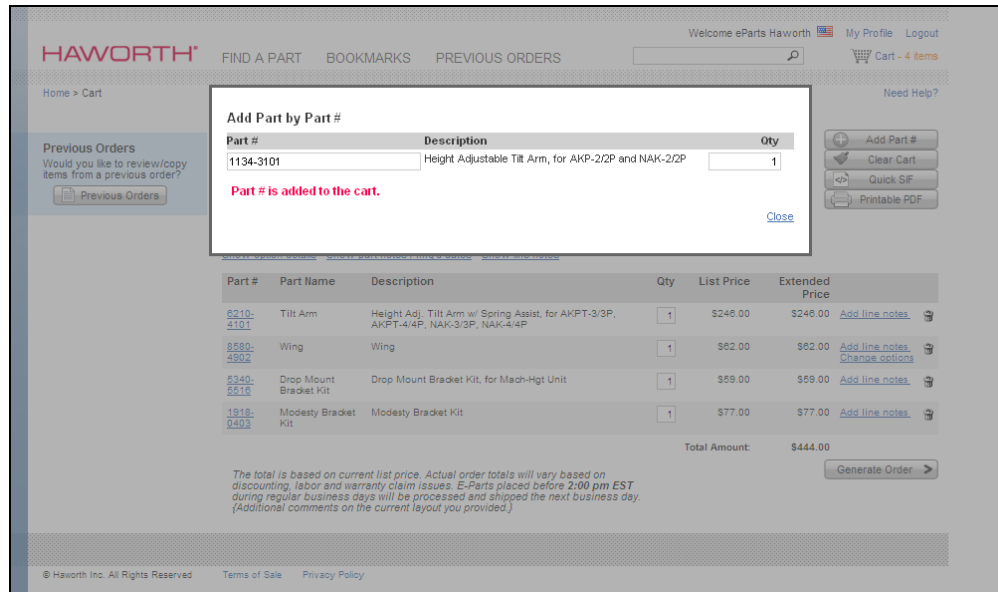
[Show option details](#) [Show part notes / mfg'd dates](#) [Show line notes](#)

Part #	Part Name	Description	Qty	List Price	Extended Price	
5210-4101	Tilt Arm	Height Adj. Tilt Arm w/ Spring Assist. for AKPT-3/3P, AKPT-4/4P, NAK-3/3P, NAK-4/4P	1	\$246.00	\$246.00	Add line notes
8580-4902	Wing	Wing	1	\$62.00	\$62.00	Add line notes Change options
5340-5516	Drop Mount Bracket Kit	Drop Mount Bracket Kit, for Mach-Hgt Unit	1	\$59.00	\$59.00	Add line notes
1818-0403	Modesty Bracket Kit	Modesty Bracket Kit	1	\$77.00	\$77.00	Add line notes
Total Amount:					\$444.00	

[Generate Order](#)

The total is based on current list price. Actual order totals will vary based on discounting, labor and warranty claim issues. E-Parts placed before 2:00 pm EST during regular business days will be processed and shipped the next business day. (Additional comments on the current layout you provided.)

Enter the part number and quantity to be added to the cart and click Save.

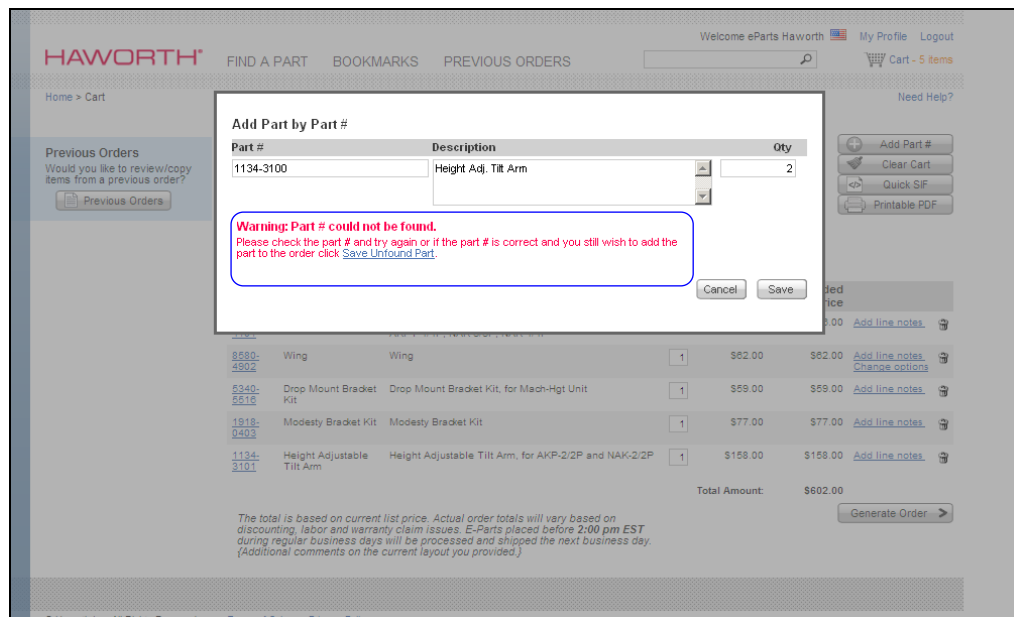


If the part number exists in the parts catalog, then it is added directly to the cart. The description and pricing is taken from the catalog. Click Close to return to the cart.

If the part number does not exist in the current parts catalog, the following displays.

Warning: Part # could not be found.

Please check the part # and try again or if the part # is correct and you still wish to add the part to the order click [Save Unfound Part](#).



If you do not wish to add the part to the cart, click Cancel. If you wish to add the part to the cart, enter the description and quantity and then click on Save Unfound Part. The part is added to the cart.

[Home > Cart](#)
Welcome eParts Haworth [My Profile](#) [Logout](#)

[HAWORTH](#)
[FIND A PART](#)
[BOOKMARKS](#)
[PREVIOUS ORDERS](#)

 Cart - 6 Items

[Need Help?](#)

Previous Orders

Would you like to review/copy items from a previous order?

Cart

Order name:

Currency: USD

Update date: 02/02/2011

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec suscipit tempus risus eu tincidunt. Duis lorem leo, sagittis at interdum ac, elementum in elit. Vivamus elementum, arcu quis euismod rhoncus, risus urna eleifend magna, pulvinar pulvinar velit libero sed felis.

[Show option details](#) [Show part notes / mfg'd dates](#) [Show line notes](#)

Part #	Part Name	Description	Qty	List Price	Extended Price	
6210-4101	Tilt Arm	Height Adj. Tilt Arm w/ Spring Assist. for AKPT-3/3P, AKPT-4/4P, NAK-3/3P, NAK-4/4P	1	\$240.00	\$240.00	Add line notes
8880-4802	Wing	Wing	1	\$62.00	\$62.00	Add line notes Change options
5340-2516	Drop Mount Bracket Kit	Drop Mount Bracket Kit, for Mach-Hgt Unit	1	\$59.00	\$59.00	Add line notes
1918-9403	Modesty Bracket Kit	Modesty Bracket Kit	1	\$77.00	\$77.00	Add line notes
1134-3101	Height Adjustable Tilt Arm	Height Adjustable Tilt Arm, for AKP-2/2P and NAK-2/2P	1	\$158.00	\$158.00	Add line notes
1134-3100		Height Adj. Tilt Arm	2	\$0.00	\$0.00	Add line notes

Total Amount: \$602.00

The total is based on current list price. Actual order totals will vary based on discounting, labor and warranty claim issues. E-Parts placed before 2:00 pm EST during regular business days will be processed and shipped the next business day. (Additional comments on the current layout you provided.)

[Generate Order](#)

The part found in the catalog is added with the part number linked to take you to Part Details.

The freeform part number is added with the part number not linked, no part name, the description you entered and no pricing.

Viewing the Cart

The cart contents may be viewed at any time and from any page within eParts. To access the cart, click the cart icon **Cart - 4 items**.

HAWORTH FIND A PART BOOKMARKS PREVIOUS ORDERS Welcome eParts Haworth [My Profile](#) [Logout](#) **Cart - 6 items** [Need Help?](#)

Home > Cart

Cart

Order name: [Add Part #](#)

Currency: USD [Clear Cart](#)

Update date: 02/02/2011 [Quick SIF](#)

[Printable PDF](#)

Previous Orders
Would you like to review/copy items from a previous order?
[Previous Orders](#)

Order name:

Currency: USD

Update date: 02/02/2011

Order Summary:

Part #	Part Name	Description	Qty	List Price	Extended Price	
6210-4101	Tilt Arm	Height Adj. Tilt Arm w/ Spring Assist. for AKPT-3/3P, AKPT-4/4P, NAK-3/3P, NAK-4/4P	1	\$246.00	\$246.00	Add line notes
8580-4802	Wing	Wing	1	\$62.00	\$62.00	Add line notes Change options
6340-5616	Drop Mount Bracket Kit	Drop Mount Bracket Kit, for Mach-Hgt Unit	1	\$69.00	\$69.00	Add line notes
1918-0403	Modesty Bracket Kit	Modesty Bracket Kit	1	\$77.00	\$77.00	Add line notes
1134-3101	Height Adjustable Tilt Arm	Height Adjustable Tilt Arm, for AKP-2/2P and NAK-2/2P	1	\$158.00	\$158.00	Add line notes
1134-3100	Height Adj. Tilt Arm	Height Adj. Tilt Arm	2	\$0.00	\$0.00	Add line notes
Total Amount:					\$602.00	Generate Order

The total is based on current list price. Actual order totals will vary based on discounting, labor and warranty claim issues. E-Parts placed before 2:00 pm EST during regular business days will be processed and shipped the next business day. (Additional comments on the current layout you provided.)

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The cart displays the order name, currency, last update date and the parts that have been added to the cart.

If a part is not fully specified (all required options/finishes specified) then the list price that displays is the base price and below the price is **+Options** (in red) to indicate that pricing may increase.

A805-SEAA	Inner Seat	Inner Seat,Sled Base,Uph. Fabric/Faux Leather	1	\$215.00 +Options	\$215.00	Add line notes Change options
---------------------------	------------	---	---	-----------------------------	----------	--

If the part is not fully specified or the option structure of the item may have changed due to a change in the catalog, a message in red displays below the part number. The message states **Options changed or not selected!**

A805-SEAA Options changed or not selected!	Inner Seat	Inner Seat,Sled Base,Uph. Fabric/Faux Leather	1	\$215.00 +Options	\$215.00	Add line notes Change options
--	------------	---	---	-----------------------------	----------	--

If there are parts that are not fully specified in the cart, the Total Amount displays **+Options** (in red) beside the total to indicate that pricing may increase.

Total Amount:	\$1,187.00	+Options
----------------------	-------------------	-----------------



While viewing the cart you may also:

- Add an order name.
- Add a part.
- Create a PDF.
- Create a Quick SIF.
- Clear the Cart.
- Add / Edit line notes.
- Update items (Quantities and Options).
- Show Option Detail (Hide Option Detail).
- Show Part Notes and Mfg Dates (Hide Part Notes and Mfg Dates).
- Show Line Notes (Hide Line Notes).
- Generate an order.

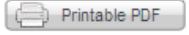
Adding an Order Name

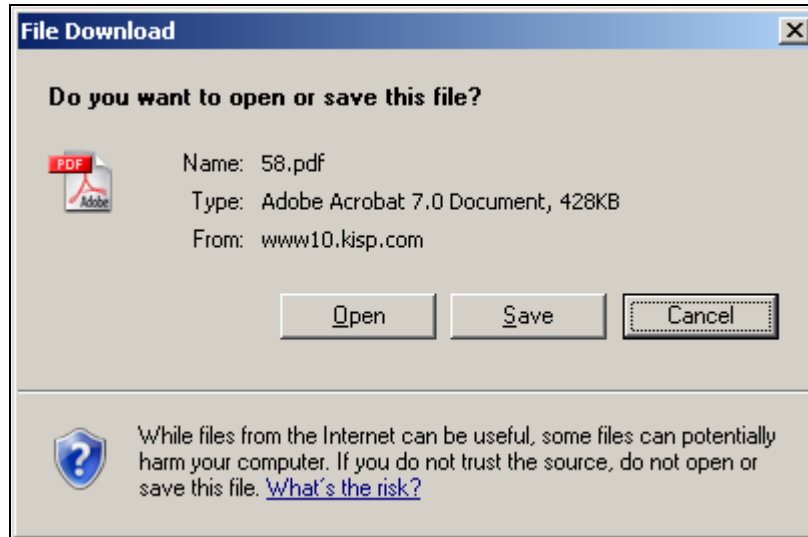
The cart has a default order name of **New Order**. Once you have accessed the cart you may change the name of the order. Renaming the cart allows you to track the project or customer you are currently working on with this cart and also provides a reference once the cart has gone through the **Generate Order** process and is listed under **Previous Orders**.

Order name:	<input type="text" value="New Order"/>
-------------	--

To change the order field name, type the new name in the text field. When you move the cursor from that field, the new name is automatically saved.

Create a PDF

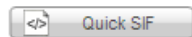
A PDF of the cart contents may be created. To create the PDF click . You are prompted to open or save the PDF.

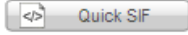


The PDF file name is based on the order number and the order name. If you have assigned a name to the order the PDF file name is formatted as *order name-order number.pdf* (example Project612-58.pdf). If there is no order name, the file name is based on the order number (58.pdf).

Note: The PDF contains the information as it currently displays on the **Cart** screen. If Option Details, Part Notes and/or Line Notes are displaying in the cart, they display in the PDF also.

Creating a Quick SIF

You may create a SIF file of the cart contents by clicking Quick SIF .

When you click Quick SIF  you receive a file download box that allows you to open or save the file. Using this feature allows you to create a SIF file of the product without going through the Generate Order process.

The file name is based on the name of the cart and the order number.

Deleting items from the Cart

You may delete individual parts from the cart or clear all the parts from a cart.

The screenshot shows the Haworth eParts Cart page. At the top, there is a navigation bar with 'HAWORTH', 'FIND A PART', 'BOOKMARKS', and 'PREVIOUS ORDERS'. A search bar and a cart icon with '3 items' are also present. The main content area is titled 'Cart' and includes an order summary with fields for 'Order name: Project ABC', 'Currency: USD', and 'Update date: 02/02/2011'. Below this is a table of items:

Part #	Part Name	Description	Qty	List Price	Extended Price	
9204-2017	Phenolic Back Splash	Phenolic Back Splash,24"	1	\$258.00	\$258.00	Add line notes
9231-9709	Mounting Rail	Worksurface Retainer,24"	1	\$93.00	\$93.00	Add line notes
9204-7604	Laminate Back Splash	Chemical-resistant Lam. Back Splash,Green,Core,30"	1	\$319.00	\$319.00	Add line notes Change options
Total Amount:					\$670.00	

At the bottom of the table, there is a 'Generate Order' button. To the right of the table, there are buttons for 'Add Part #', 'Clear Cart', 'Quick SIF', and 'Printable PDF'. A 'Previous Orders' sidebar is visible on the left.

To the right of the part information is a trash can . To delete the part from the cart, click . The part is removed from the cart.

To remove all the parts from the cart, click . All the parts are removed from the cart, but the order name you have assigned is maintained.

Updating Parts in the Cart

When you are in the cart you may update the quantity of the part and you may also update the specified options for a part.

This screenshot is identical to the one above, showing the Haworth eParts Cart page with the same table of items and controls. The focus is on the ability to update quantities and options for each part.

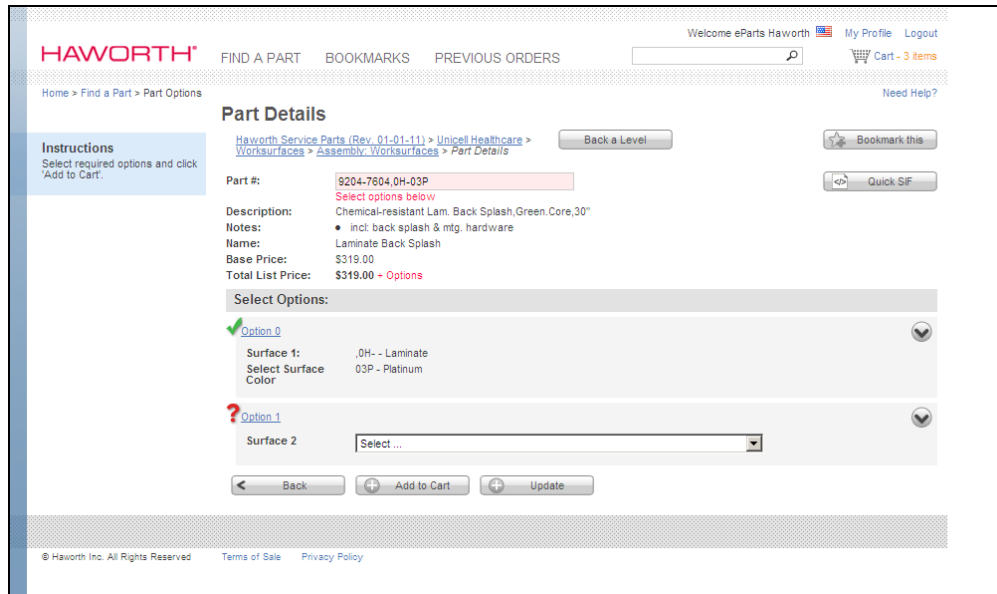
To update the quantity of a part, enter the new quantity in the Qty box associated to the part. When you move the cursor from that field, the new quantity is saved.

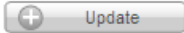
If options need to be specified or have been specified for a part you have the ability to Change Options. If the options are not specified or only partially specified for a part a red message displays below the part number in the cart. The message is Options changed or not selected!

Beneath the List Price is + Options which indicates the list price that is displaying is the base list price, once options are selected the final price may change.

A805-SEAA	Inner Seat	Inner Seat, Sled Base, Uph. Fabric/Faux Leather	1	\$215.00 +Options	\$215.00	Add line notes	Change options
---------------------------	------------	---	---	----------------------	----------	--------------------------------	--------------------------------

To update or specify the options for a part, click Change Options. The Part Details page displays.



Select the options for the part and then click [Update](#) . To return to the cart click the cart icon or the [Back](#) button. The [Back](#) button remembers the page you were previously on and returns you to that page.

If you click [Add to Cart](#), the part is added as a new line item to the cart.

Add / Edit Line Notes

Line notes provide the reason the part is being ordered. The notes may be added individually to each line (part) or if it is the same note for more than one line you may add and save to multiple lines at one time.

To create a Line Note, click Add Line Notes.

The screenshot shows the Haworth eParts website interface. At the top, there's a navigation bar with 'HAWORTH' logo, search, and account links. Below is a 'Cart' section with order details: Order name: Project ABC, Currency: USD, Update date: 02/02/2011. A table lists three items:

All	Part #	Part Name	Description	Qty	List Price	Extended Price	
<input type="checkbox"/>	9204-2017	Phenolic Back Splash	Phenolic Back Splash,24"	1	\$258.00	\$258.00	Add line notes
<input type="checkbox"/>	9204-7804	Laminate Back Splash	Chemical-resistant Lam. Back Splash,Green Core,30"	1	\$319.00	\$319.00	Add line notes Change options
<input type="checkbox"/>	9045-3513	Top	Top,30"W..for Freestanding Unit	1	\$200.00	\$200.00	Add line notes Change options

The 'Line Notes' form for the first item includes the following fields:

- Non-Conformance Code:
- Where did issue occur:
- Why/who is responsible for issue:
- Original line number:
- Problem description:

Buttons at the bottom of the form: [Cancel](#), [Clear](#), [Copy and Save to checked items](#), [Save](#). Total Amount: \$777.00. [Generate Order](#) button.

The information needs to be entered in all five fields.

This is a close-up of the 'Line Notes' form. It contains five input fields:

- Non-Conformance Code:
- Where did issue occur:
- Why/who is responsible for issue:
- Original line number:
- Problem description:

Buttons at the bottom: [Cancel](#), [Clear](#), [Copy and Save to checked items](#), [Save](#).

Three of the fields are selection lists that allow you to select one option. The other two fields are text boxes for freeform entry.

The first field is a selection list of Haworth's Non-Conformance Codes.

The second field is a selection list of options for Where did issue occur.

The third field allows you to select Why/who is responsible for the issue.

The first text field is where you enter the Original line number.

The last field is the Problem description, where you may enter details of the issue.

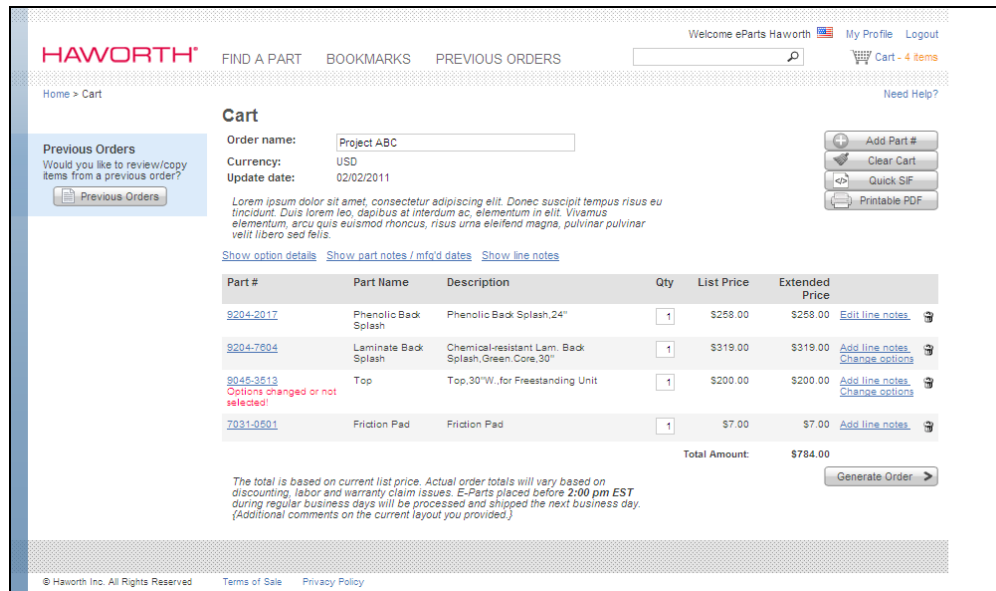
Once you have made all the entries click Save to save the information to this line only. If you wish the same note to be associated to more than one line, select the checkboxes associated to the other lines and click Copy and Save to checked items.

Your other options are to Cancel the entry or Clear the information and start again.

Once you have added a line note, the link associated to the line changes for Add Line Note to Edit Line Note. To make changes, click Edit Line Note.

Viewing Additional Details

When viewing the cart, you may choose to view additional details associated to the parts. The additional details include options, part notes and manufacturing dates and the line notes.



The screenshot shows the Haworth eParts cart interface. At the top, there is a navigation bar with 'HAWORTH' logo, 'FIND A PART', 'BOOKMARKS', and 'PREVIOUS ORDERS'. A search bar and a cart icon with '4 items' are also present. Below the navigation, the 'Cart' section displays the order name 'Project ABC', currency 'USD', and update date '02/02/2011'. There are buttons for 'Add Part #', 'Clear Cart', 'Quick SF', and 'Printable PDF'. A table lists the cart items:

Part #	Part Name	Description	Qty	List Price	Extended Price	
9204-2017	Phenolic Back Splash	Phenolic Back Splash,24"	1	\$258.00	\$258.00	Edit line notes
9204-7604	Laminate Back Splash	Chemical-resistant Lam. Back Splash,Green,Core,30"	1	\$319.00	\$319.00	Add line notes Change options
9045-3513	Top	Top,30"W.,for Freestanding Unit	1	\$200.00	\$200.00	Add line notes Change options
7031-0501	Friction Pad	Friction Pad	1	\$7.00	\$7.00	Add line notes

Below the table, there is a 'Total Amount' of \$784.00 and a 'Generate Order' button. Three links are provided above the table: [Show option details](#), [Show part notes / mfg'd dates](#), and [Show line notes](#).

There are three links above the cart contents that allow you to view the additional information. The links are:

- Show option details.
- Show part notes / mfg'd dates.
- Show line notes.

Show Option Details / Hide Option Details

When you click Show option details the cart refreshes to display the specified options for all parts that have them.

The screenshot shows the Haworth eParts cart interface. At the top, there is a navigation bar with 'HAWORTH' logo, search bar, and user account links. The main content area is titled 'Cart' and includes order details like 'Order name: Project ABC', 'Currency: USD', and 'Update date: 02/02/2011'. A table lists items in the cart:

Part #	Part Name	Description	Qty	List Price	Extended Price
Options					
9204-2017	Phenolic Back Splash	Phenolic Back Splash,24"	1	\$258.00	\$258.00
9204-7604	Laminate Back Splash	Chemical-resistant Lam. Back Splash,Green,Core,30"	1	\$319.00	\$319.00
Surface 1 ↳ ,0H--Laminate ↳ 03P-Platinum Surface 2 ↳ ,HP--Laminate/T-Mold/Edgeband ↳ 03J-Graphite					
9045-3613	Top	Top,30"W. for Freestanding Unit	1	\$200.00	\$200.00
7031-0501	Friction Pad	Friction Pad	1	\$7.00	\$7.00
Total Amount:					\$784.00

Below the table, there is a 'Generate Order' button and a disclaimer: 'The total is based on current list price. Actual order totals will vary based on discounting, labor and warranty claim issues. E-Parts placed before 2:00 pm EST during regular business days will be processed and shipped the next business day. (Additional comments on the current layout you provided.)'

The options display immediately below the part number.

This block shows a close-up of the options for part 9204-7604. The part name is 'Laminate Back Splash' and the description is 'Chemical-resistant Lam. Back Splash,Green,Core,30"'. The options are listed as follows:

- Surface 1
 - ↳ ,0H--Laminate
 - ↳ 03P-Platinum
- Surface 2
 - ↳ ,HP--Laminate/T-Mold/Edgeband
 - ↳ 03J-Graphite

Once the options are displaying, the link name changes to Hide option details. Click the link to hide the specified options.

Show Part Notes / Hide Part Notes

When you click Show part notes / mfg'd dates the cart refreshes to display any notes and manufacturer dates associated to the parts within the cart.

The screenshot shows the Haworth eParts cart interface. At the top, there is a navigation bar with the Haworth logo, search and navigation links, and user account information. The main content area is titled 'Cart' and includes order details like 'Order name: Project ABC', 'Currency: USD', and 'Update date: 02/02/2011'. Below this is a table of items in the cart. The table has columns for Part #, Part Name, Description, Qty, List Price, and Extended Price. The first item, part # 9204-2017, is highlighted with a blue box around its description: 'Phenolic Back Splash, 24" Laminated Back Splash : incl: back splash & mtg. hardware'. A link 'Notes (Mfg'd Dates)' is visible below the description. Other items include a laminate back splash, a top, and a friction pad. At the bottom, there is a 'Total Amount: \$784.00' and a 'Generate Order' button.

Part #	Part Name	Description	Qty	List Price	Extended Price
Options		Notes (Mfg'd Dates)			
9204-2017	Phenolic Back Splash	Phenolic Back Splash, 24" Laminated Back Splash : incl: back splash & mtg. hardware	1	\$258.00	\$258.00
9204-7604	Laminated Back Splash	Chemical-resistant Lam. Back Splash, Green Core, 30" Laminated Back Splash : incl: back splash & mtg. hardware	1	\$319.00	\$319.00
9045-3613	Top	Top, 30"W., for Freestanding Unit	1	\$200.00	\$200.00
7031-0501	Friction Pad	Friction Pad : for use on non-carpeted surfaces	1	\$7.00	\$7.00
				Total Amount:	\$784.00

The part notes and manufacturer dates display below the description of the part.

This close-up shows the details for part # 9204-2017. The part name is 'Phenolic Back Splash' and the description is 'Phenolic Back Splash, 24" Laminated Back Splash : incl: back splash & mtg. hardware'. A quantity of 1 is shown in a box to the right.

The notes provide additional information about the part or its requirements.

Once the notes are displaying, the link name changes to Hide part notes / mfg'd dates. Click the link to hide the notes.

Show Line Notes / Hide Line Notes

When you click Show line notes the cart refreshes to display any line notes that you have added to the cart.

The screenshot shows the Haworth eParts cart interface. At the top, there is a navigation bar with 'HAWORTH' logo, search bar, and links for 'FIND A PART', 'BOOKMARKS', and 'PREVIOUS ORDERS'. The user is logged in as 'Welcome eParts Haworth' with 'My Profile' and 'Logout' links. The cart contains 4 items. The selected item is 'Phenolic Back Splash' (Part # 9204-2017) with a quantity of 1, a list price of \$268.00, and an extended price of \$268.00. Below the part information, a shaded area displays 'Line Notes' for this part. The notes include: Non-Conformance Code: 100 = Damage (Dents, Torn, concealed, installation); Where did issue occur: C = Distribution; Why/who is responsible for issue: U = Damaged in Transit; Original line number: 23; Problem Description: cracked. The 'Add line notes' link is highlighted in blue. Below this, other parts in the cart are visible, including 'Laminate Back Splash' (Part # 9204-7604) and 'Top' (Part # 9045-3513). The total amount is \$784.00. A 'Generate Order' button is at the bottom right.

The line notes display in a shaded area beneath the part information. They include both the field name and the assigned value.

Line Notes

Non-Conformance Code: 100 = Damage (Dents, Torn, concealed, installation)

Where did issue occur: C = Distribution

Why/who is responsible for issue: U = Damaged in Transit


Original line number: 23

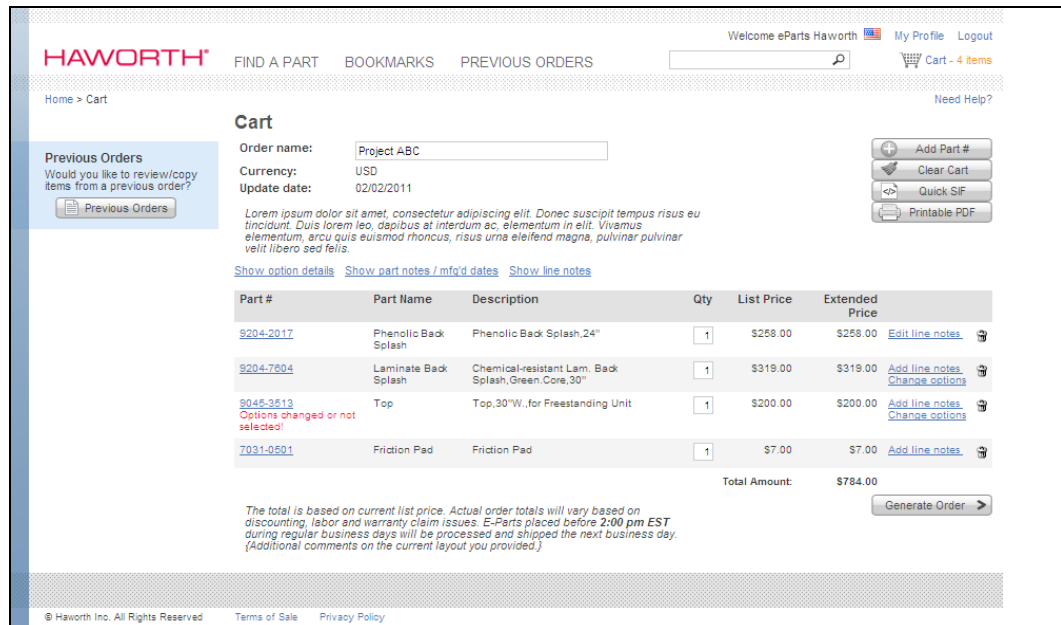
Problem Description: cracked

Once the notes are displaying, the link name changes to Hide line notes. Click the link to hide the notes.

Generate Order

Once you have all the parts required for an order in the cart you can generate your order. At the end of the Generate Order process a CIF and SIF file are create that can be imported into your business system or Haworth's Order Line. The carts that go through the Generate Order process are saved in the Previous Order section and may be referenced at any time.

To access the cart, click the cart icon ( Cart - 4 items).



The screenshot shows the Haworth eParts website's cart page. The header includes the Haworth logo, navigation links (FIND A PART, BOOKMARKS, PREVIOUS ORDERS), a search bar, and user options (Welcome eParts Haworth, My Profile, Logout). A shopping cart icon indicates 4 items. The main content area is titled 'Cart' and shows order details: Order name (Project ABC), Currency (USD), and Update date (02/02/2011). A table lists the items in the cart:

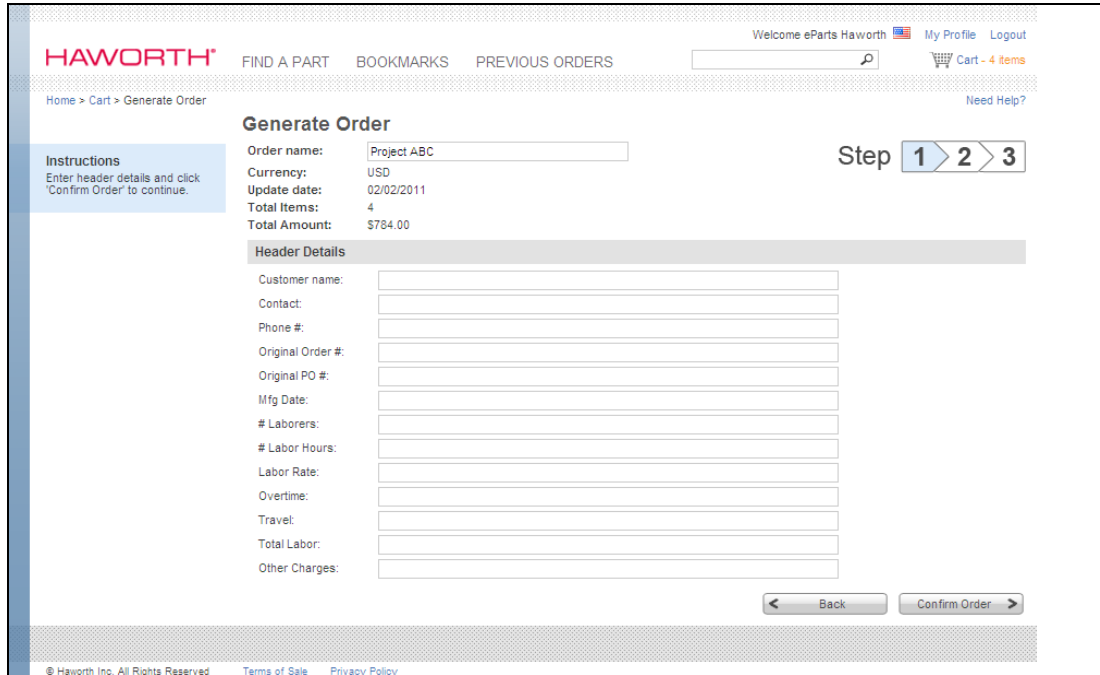
Part #	Part Name	Description	Qty	List Price	Extended Price	
9204-2017	Phenolic Back Splash	Phenolic Back Splash,24"	1	\$258.00	\$258.00	Edit line notes
9204-7604	Laminate Back Splash	Chemical-resistant Lam. Back Splash,Green,Core,30"	1	\$319.00	\$319.00	Add line notes Change options
9048-3613	Top	Top,30"W.,for Freestanding Unit	1	\$200.00	\$200.00	Add line notes Change options
7031-0501	Friction Pad	Friction Pad	1	\$7.00	\$7.00	Add line notes
Total Amount:					\$784.00	

Below the table, there is a 'Generate Order' button and a disclaimer: 'The total is based on current list price. Actual order totals will vary based on discounting, labor and warranty claim issues. E-parts placed before 2:00 pm EST during regular business days will be processed and shipped the next business day. (Additional comments on the current layout you provided.)'

To start the order process click Generate Order .

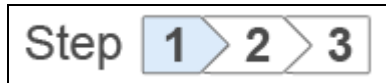
Note: You are unable to generate an order if all the items in the cart are not fully specified.

Step 1 of the order process displays.



Note: Currently the Header Details are not mandatory when generating an order. The information added in the Header Details populates the CIF file.

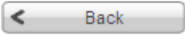
There is an indicator to show what step of the Generate Order process you are on.



There are 14 editable fields and 4 non-editable fields on the Generate Order page. None of the editable fields are mandatory.

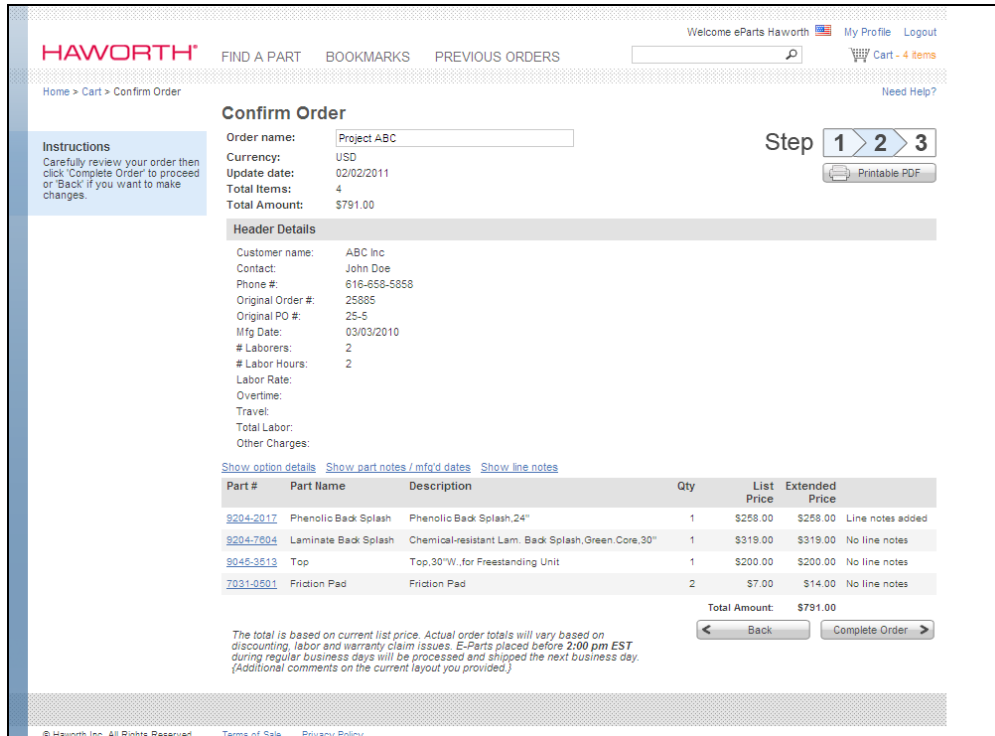
Field	Entry
Order Name	The name entered on the cart is in the text box, but it may be overwritten at this step of the order process.
Currency	The currency is a non-editable field that indicates what currency the order is. It may be USD or CAD.
Update Date	The update date is a non-editable field that indicates the last date an update was done to the order.
Total Items	The total items field is a non-editable field indicating the total number of lines in the cart.
Total Amount	The total amount field is a non-editable field indicating the total dollar value of the cart.

Field	Entry
Customer Name	You may enter the customer name. This information is exported in the Header.cif file that is generated.
Contact	You may enter a contact name. This information is exported in the Header.cif file that is generated.
Phone #	You may enter a phone number. This information is exported in the Header.cif file that is generated.
Original Order #	Enter the original order number for the product the parts are for. This information is exported in the Header.cif file that is generated.
Original PO #	Enter the original P.O. number the product was purchased on. This information is exported in the Header.cif file that is generated.
Mfg. Date	Enter the manufactured date for the original product the parts are for. This information is exported in the Header.cif file that is generated.
# of Laborers	Enter the number of laborers. This information is exported in the Header.cif file that is generated.
# of Labor Hours	Enter the number of laborer hours. This information is exported in the Header.cif file that is generated.
Labor Rate	Enter the labor rate. This information is exported in the Header.cif file that is generated.
Overtime	Enter overtime information. This information is exported in the Header.cif file that is generated.
Travel	Enter travel information. This information is exported in the Header.cif file that is generated.
Total Labor	Enter the total labor. This information is exported in the Header.cif file that is generated.
Other Charges	Enter any other charges. This information is exported in the Header.cif file that is generated.

To go back and make changes to the order, click Back . You are returned to the cart.

To proceed with the order process (Step 2), click Confirm Order
You are taken to the Confirm Order page.

[Confirm Order >](#)



HAWORTH FIND A PART BOOKMARKS PREVIOUS ORDERS

Welcome eParts Haworth My Profile Logout

Home > Cart > Confirm Order

Confirm Order

Order name: Project ABC

Currency: USD

Update date: 02/02/2011

Total Items: 4

Total Amount: \$791.00

Step 1 2 3

[Printable PDF](#)

Instructions
Carefully review your order then click 'Complete Order' to proceed or 'Back' if you want to make changes.

Header Details

Customer name: ABC Inc
Contact: John Doe
Phone #: 616-658-6858
Original Order #: 25885
Original PO #: 25-5
Mfg Date: 03/03/2010
Laborers: 2
Labor Hours: 2
Labor Rate:
Overtime:
Travel:
Total Labor:
Other Charges:

[Show option details](#) [Show part notes / mfg'd dates](#) [Show line notes](#)

Part #	Part Name	Description	Qty	List Price	Extended Price	
9204-2017	Phenolic Back Splash	Phenolic Back Splash,24"	1	\$258.00	\$258.00	Line notes added
9204-7604	Laminate Back Splash	Chemical-resistant Lam. Back Splash,Green Core,30"	1	\$319.00	\$319.00	No line notes
9045-3513	Top	Top,30"W. for Freestanding Unit	1	\$200.00	\$200.00	No line notes
7031-0501	Friction Pad	Friction Pad	2	\$7.00	\$14.00	No line notes
				Total Amount: \$791.00		

The total is based on current list price. Actual order totals will vary based on discounting, labor and warranty claim issues. E-Parts placed before 2:00 pm EST during regular business days will be processed and shipped the next business day. (Additional comments on the current layout you provided.)

[Back](#) [Complete Order](#)

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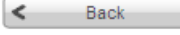
The Confirm Order allows you to review the header information you just entered as well as the contents of the cart. You may also print a PDF of the order by clicking Printable PDF [Printable PDF](#)

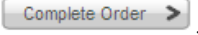
Note: The PDF contains the information as it currently displays on the Cart screen. If Option Details, Part Notes and/or Line Notes are displaying in the cart, they display in the PDF also.

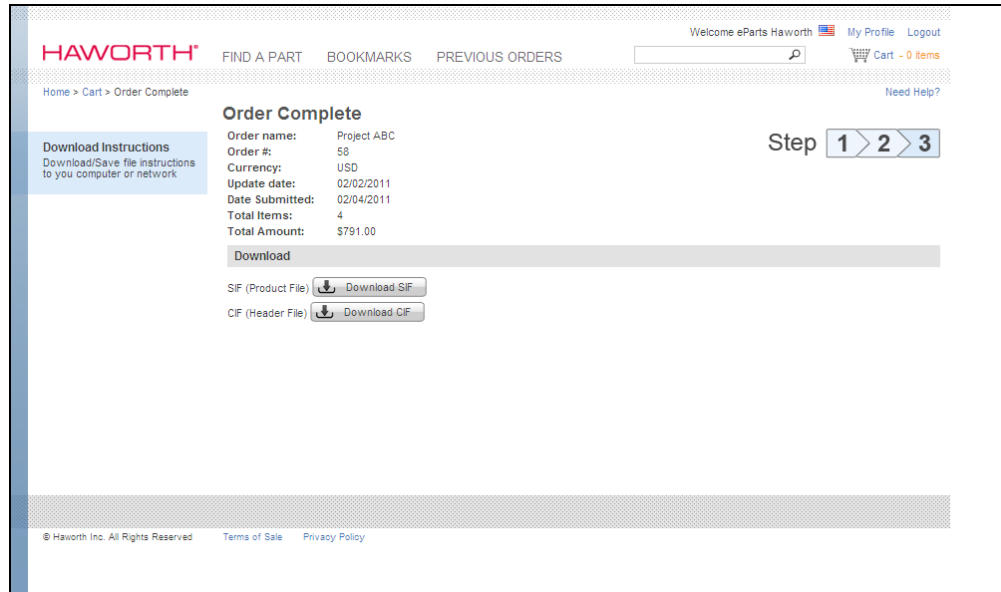
The page may be broken into three sections.

- Order Information - The top section contains the order summary information. This includes the Order Name (which is editable), the Currency, Update date, Total Items and Total Amount.
- Header Details - The Header Details contain the information you entered in Step 1. The information is for viewing only.
- Order Details - The last section is the order details. It contains all the part information and the quantities. You are able to view the option details, part notes and line notes by using the links to show these details.

To edit any of this information, you need to return to the cart.

To go back and make changes to the order, click Back . You are returned to Step 1 – Generate Order page.

To proceed with the order process (Step 3), click Complete Order . You are taken to the Order Complete page.



The order process is complete. You may download the SIF (product file) and the CIF (header file). The file names are based on the order name and the internal order number.



Notes

Create SIF Files

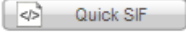
Generating SIF Files

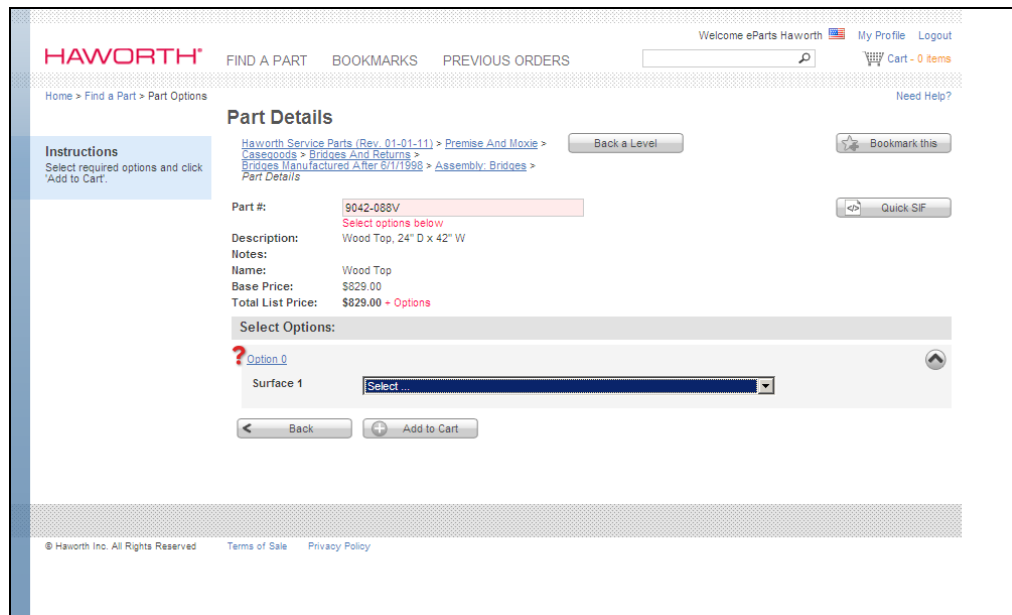
eParts has two types of sif files that may be generated. The first one is a Quick SIF that may be generated when a user is on the Parts Details screen or within a Cart.

The second type of sif file is the Download SIF file that may be downloaded once the order is generated.

Quick SIF

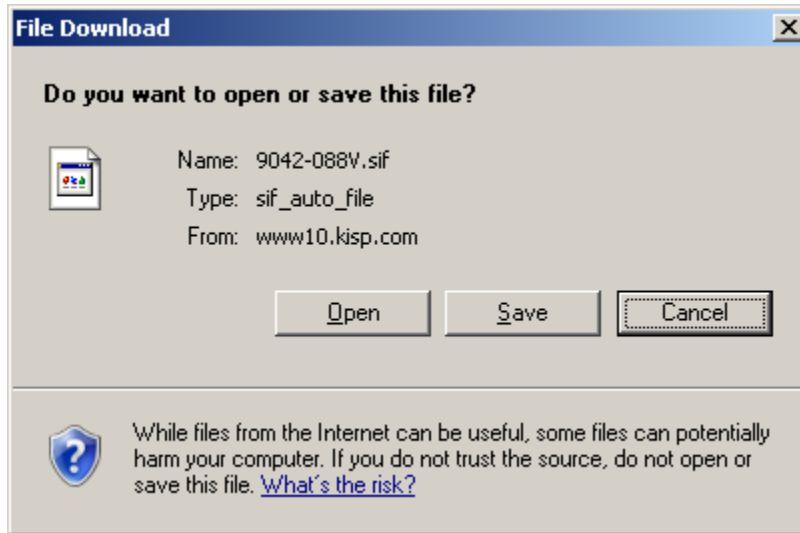
The Quick SIF may be generated from both Parts Details and from the cart.

When you are viewing Parts Detail you may generate a sif file by using the Quick SIF button .



The SIF file may be generated once you have selected the options for the part or before you select the options.

When you click Quick SIF you receive a file download box that allows you to open or save the file.

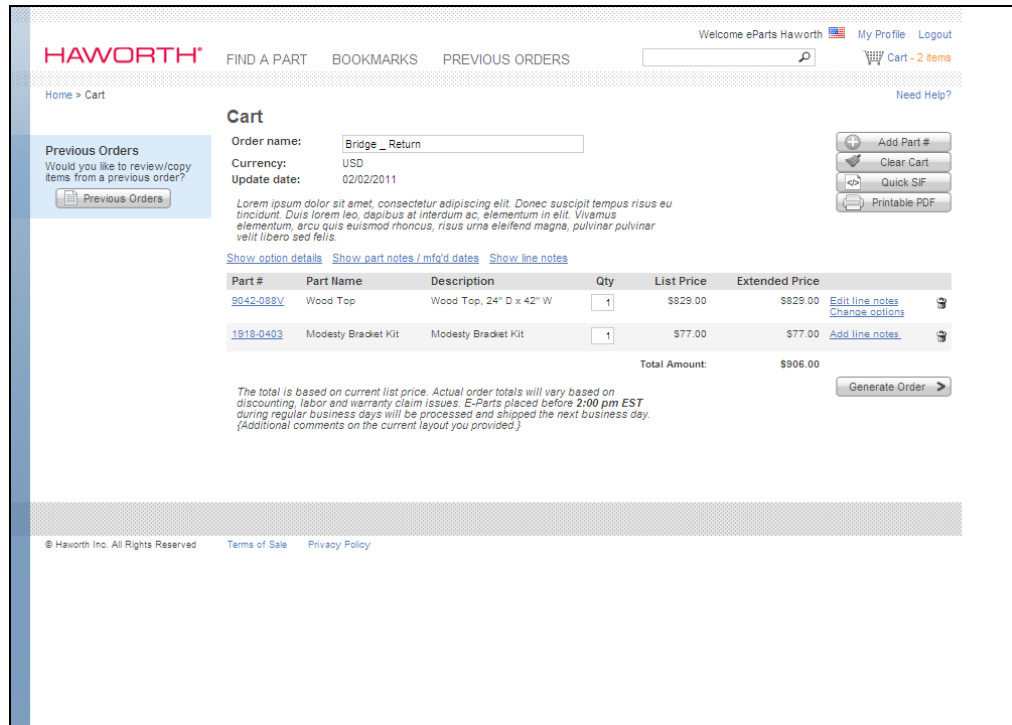


The file name is based on the selected part.

Sample SIF file:

```
SF=  
PN=9042-088V  
PD=Wood Top, 24" D x 42" W  
MG=HAW  
MC=SVC  
TG=  
QT=1  
PZD=1  
PL=829.0000  
S-=0|0|0|0  
P%=0|0|0|0  
ZO=1  
I1=829.0000  
UNM=  
AN=  
AD=Orig. Line Number: ,Problem Description: ,,,  
SL=End Of File
```


You may also create a Quick SIF while in the Cart.



HAWORTH FIND A PART BOOKMARKS PREVIOUS ORDERS Welcome eParts Haworth My Profile Logout
Cart - 2 items

Home > Cart Need Help?

Cart

Order name:

Currency: USD

Update date: 02/02/2011

[Add Part #](#)
[Clear Cart](#)
[Quick SIF](#)
[Printable PDF](#)

[Previous Orders](#)
 Would you like to review/copy items from a previous order?
[Previous Orders](#)

[Show option details](#) [Show part notes / info'd dates](#) [Show line notes](#)

Part #	Part Name	Description	Qty	List Price	Extended Price
9042-088V	Wood Top	Wood Top, 24" D x 42" W	1	\$829.00	\$829.00
1918-0403	Modesty Bracket Kit	Modesty Bracket Kit	1	\$77.00	\$77.00
Total Amount:					\$906.00

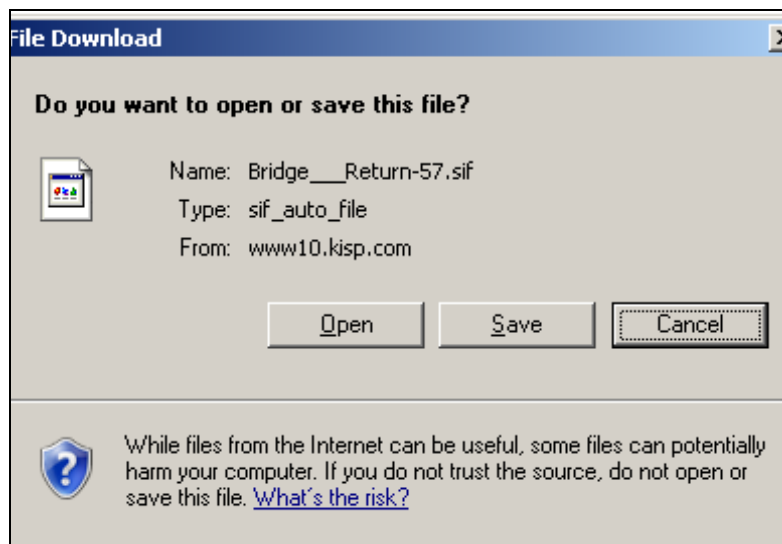
[Edit line notes](#) [Change options](#)
[Add line notes](#)

The total is based on current list price. Actual order totals will vary based on discounting, labor and warranty claim issues. E-Parts placed before 2:00 pm EST during regular business days will be processed and shipped the next business day. (Additional comments on the current layout you provided.)

[Generate Order](#)


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When you click Quick SIF  you receive a file download box that allows you to open or save the file.



File Download

Do you want to open or save this file?


 Name: Bridge__Return-57.sif
 Type: sif_auto_file
 From: www10.kisp.com


 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The file name is based on the name of the cart and the order number.

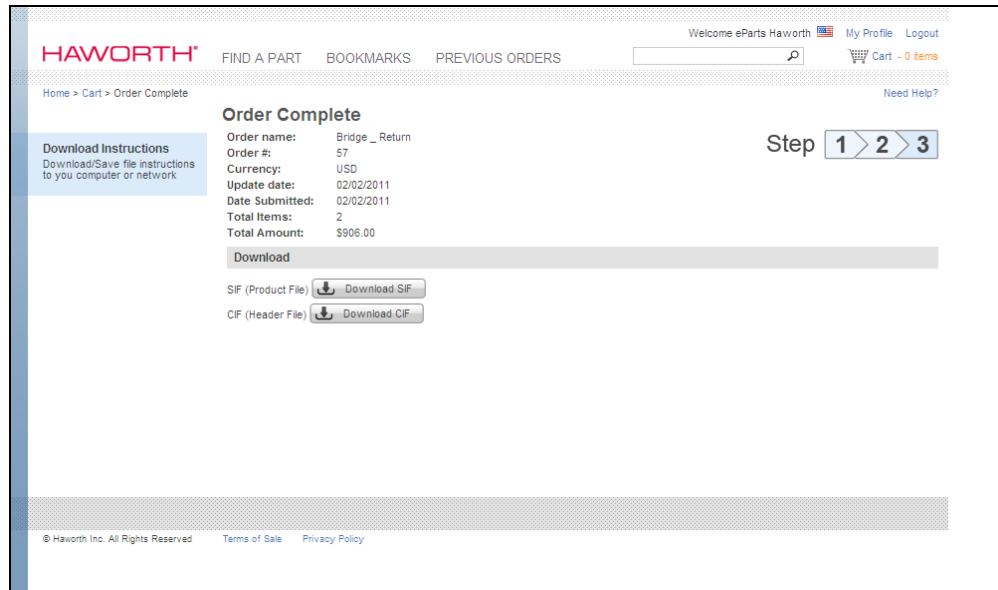


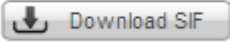
Sample of SIF file:

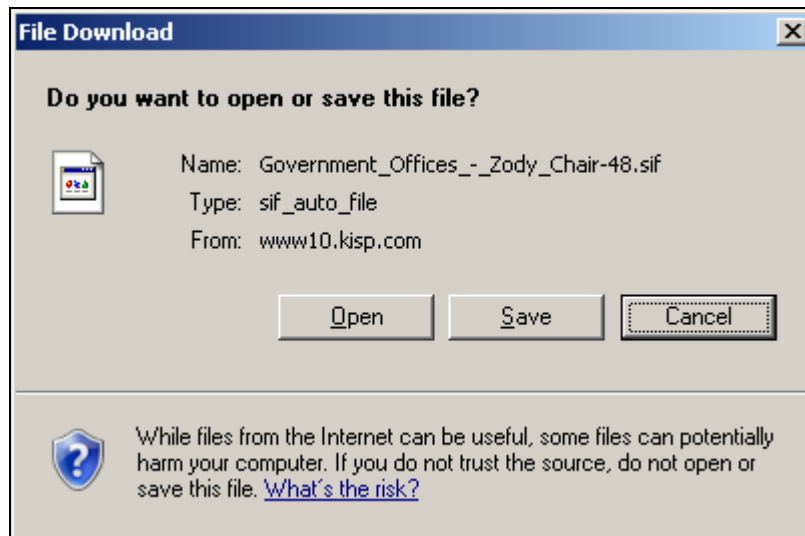
```
SF=57
PN=9042-088V
PD=Wood Top, 24" D x 42" W
MG=HAW
MC=SVC
TG=
QT=1
PZD=1
PL=829.0000
S-=0|0|0|0
P%=0|0|0|0
ZO=1
I1=829.0000
UNM=
ON=,VP-
OD=Maple (Haworth)(Natural)
ON=0AD
OD=Sand On Maple
AN=
AD=Orig. Line Number: 12,Problem Description: does not match th
AN=
AD=e balance of the office,500 = Appearance (Color mis-match, d
AN=
AD=elamination, wood finish mis-match bowed/warped),B = Manufac
AN=
AD=turing,H = Concealed Damage,
PN=1918-0403
PD=Modesty Bracket Kit
MG=HAW
MC=SVC
TG=
QT=1
PZD=1
PL=77.0000
S-=0|0|0|0
P%=0|0|0|0
ZO=1
I1=77.0000
UNM=
AN=
AD=Orig. Line Number: ,Problem Description: ,,,,
SL=End Of File
```

Download SIF

Download SIF is the final sif file that is available once an order is generated. The file may be downloaded from the Order Complete screen step when you generate an order.⁷



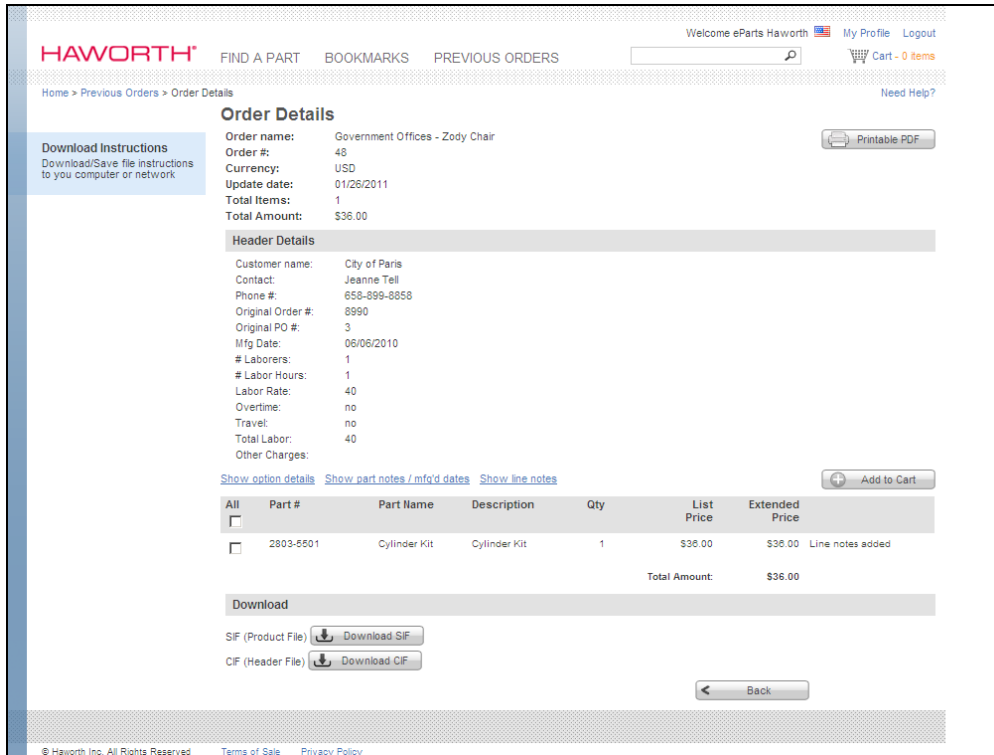
Click **Download SIF**  and you receive a file download box that allows you to open or save the file.



The file name is based on the order name and the order number.

⁷ You may also download the SIF and CIF files in the Previous Orders screen.

The file may also be downloaded in Previous Orders from Order Details.

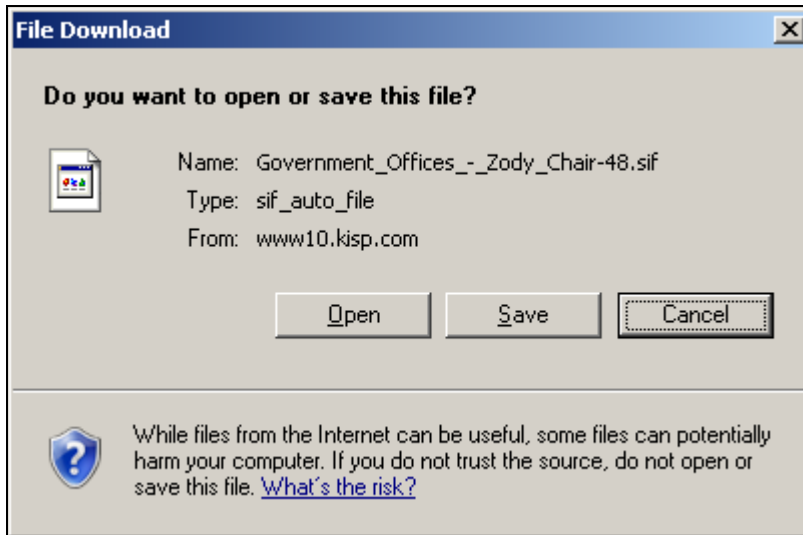


The screenshot shows the 'Order Details' page for a 'Government Offices - Zody Chair' (Order # 48). The page includes a navigation bar with 'HAWORTH', 'FIND A PART', 'BOOKMARKS', and 'PREVIOUS ORDERS'. A sidebar on the left contains 'Download Instructions'. The main content area displays order information: Order name: Government Offices - Zody Chair, Order #: 48, Currency: USD, Update date: 01/26/2011, Total Items: 1, Total Amount: \$36.00. Below this is a 'Header Details' section with customer information (City of Paris, Jeanne Tell, 650-899-8858) and labor details (# Laborers: 1, Labor Hours: 1, Labor Rate: 40). A table lists the order items:

All	Part #	Part Name	Description	Qty	List Price	Extended Price	
<input type="checkbox"/>	2303-5501	Cylinder Kit	Cylinder Kit	1	\$36.00	\$36.00	Line notes added
						Total Amount:	\$36.00

At the bottom, there are 'Download' buttons for 'SIF (Product File)' and 'CIF (Header File)', and a 'Back' button.

Click **Download SIF** and you receive a file download box that allows you to open or save the file.



The 'File Download' dialog box asks 'Do you want to open or save this file?'. It displays the following information:

- Name: Government_Offices_-_Zody_Chair-48.sif
- Type: sif_auto_file
- From: www10.kisp.com

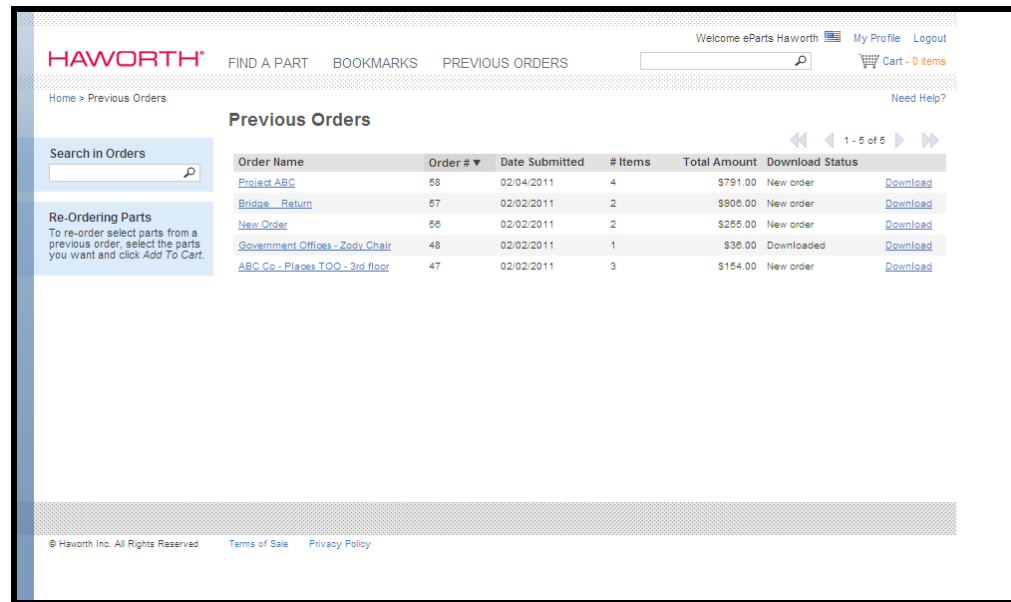
Buttons for 'Open', 'Save', and 'Cancel' are visible. A warning icon and text at the bottom state: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

The file name is based on the order name and the order number.

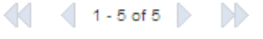
Previous Orders

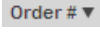
Using Previous Orders

Previous Orders lists all orders you have placed on the site. You may view your previous orders, download the .sif and .cif files as well as copy parts from these orders to your active cart.



Order Name	Order #	Date Submitted	# Items	Total Amount	Download Status
Project ABC	58	02/04/2011	4	\$791.00	New order Download
Bridge_Return	57	02/02/2011	2	\$906.00	New order Download
New Order	56	02/02/2011	2	\$255.00	New order Download
Government Offices - Zody Chair	48	02/02/2011	1	\$36.00	Downloaded Download
ABC Co - Places TOO - 3rd floor	47	02/02/2011	3	\$154.00	New order Download

The number of orders that display is based on your profile setting for the number of results to display on a page. If you have more orders placed than the number of results you are set to display, the results are paginated  .

The display sort order is based on the Order #, in descending order  . You may change the sort order by clicking the column name.

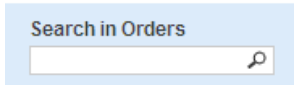
You may also sort the orders by the Order Name, Date Submitted or Download Status. Click the column name to change the sort.

The possible statuses of the order are New Order or Downloaded. New Order indicates the order was placed but neither the .cif or .sif files were downloaded. Downloaded indicates one or both of the files have been downloaded.

To view the order information, copy parts to the active cart or download the product or header file, click the linked Order Name or the Download link that displays in the far right column.

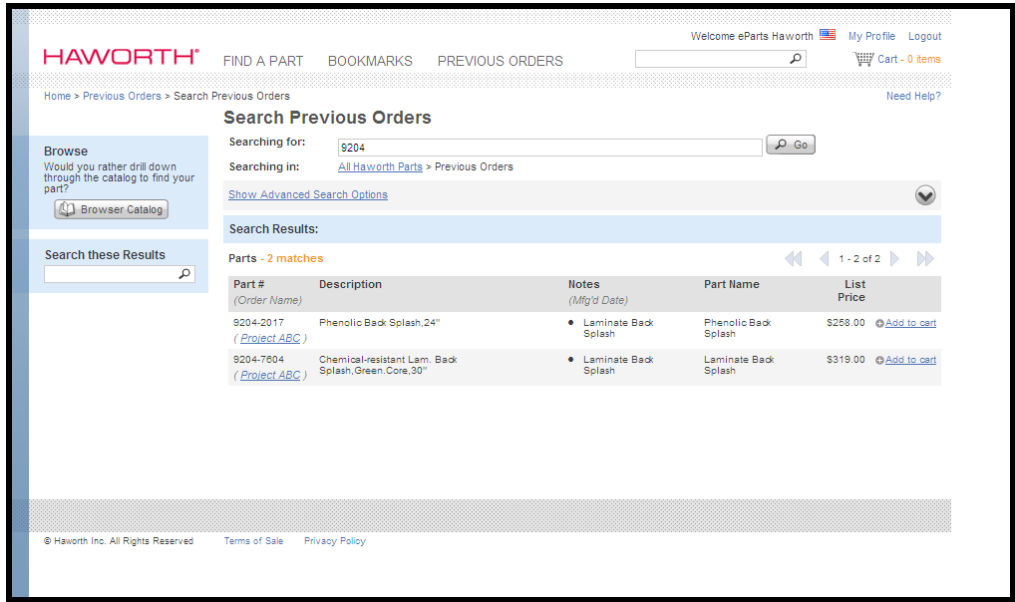
When you click either of these links the Order Details page displays.

If you have several orders, you may search for a particular order or a part on a



particular order by using the Search in Orders field. You may enter an order name, part number or partial part number. A search of your previous orders is performed and the results display.

Note: The search is performed doing a match to any word and is done on all fields.



If several results are returned you may Search these Results to narrow the options down or use advanced search.

If you find the specific part you are looking for, click Add to cart ([Add to cart](#)). You may also click the order name that displays in the brackets beneath the part number, to view the Order Details.

Order Details

You may access the Order Details page from the Previous Orders page.

There are three ways you may display the page.

- Click the linked Order Name in the Previous Orders list.

Order Name	Order #	Date Submitted	# Items	Total Amount	Download Status
Project ABC	58	02/04/2011	4	\$791.00	New order Download

- Click Download that displays to the right of the order information

Order Name	Order #	Date Submitted	# Items	Total Amount	Download Status
Project ABC	58	02/04/2011	4	\$791.00	New order Download

- Click the Order Name from the Search in Orders results listing.

Part # (Order Name)	Description	Notes (Mfg'd Date)	Part Name	List Price
9204-2017 (Project ABC)	Phenolic Back Splash,24"	• Laminate Back Splash	Phenolic Back Splash	\$258.00 Add to cart

Order Details allows you to view the contents of the previous order.

HAWORTH FIND A PART BOOKMARKS PREVIOUS ORDERS

Welcome eParts Haworth My Profile Logout

Home > Previous Orders > Order Details

Order Details

Order name: Bridge_Return
 Order #: 57
 Currency: USD
 Update date: 02/02/2011
 Total Items: 2
 Total Amount: \$906.00

[Printable PDF](#)

Header Details

Customer name:
 Contact:
 Phone #:
 Original Order #:
 Original PO #:
 Mfg Date:
 # Laborers:
 # Labor Hours:
 Labor Rate:
 Overtime:
 Travet:
 Total Labor:
 Other Charges:

[Show option details](#) [Show part notes / mfg'd dates](#) [Show line notes](#) [Add to Cart](#)

All	Part #	Part Name	Description	Qty	List Price	Extended Price	
<input type="checkbox"/>	9042-088V	Wood Top	Wood Top, 24" D x 42" W	1	\$829.00	\$829.00	Line notes added
<input type="checkbox"/>	1918-0403	Modesty Bracket Kit	Modesty Bracket Kit	1	\$77.00	\$77.00	No line notes
						Total Amount:	\$906.00

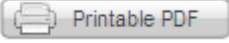
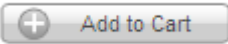
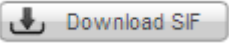
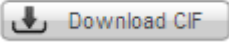
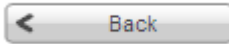
Download

SIF (Product File) [Download SIF](#)
 CIF (Header File) [Download CIF](#)

[Back](#)

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You may also perform any of the following functions when viewing Order Details.


To	Do the following:
Print a copy of the order.	Click 
See option details.	Click Show option details
See part notes.	Click Show part notes / mfg'd dates
See line notes.	Click Show line notes
Add parts from this order to the active cart.	Select the checkbox associated to the part(s) you want to copy and then click 
Download the product file.	Click 
Download the header file.	Click 
Return to the listing of previous orders.	Click 

Appendix A

Navigation and Information Links

Throughout the eParts application the page header and footer is consistent. Both the header and footer contain information about the site, the user as well as links to the various functionalities available on the site. The header and footers consist of the following:

eParts Link or Icon	Definition
Welcome	The top right always has Welcome followed by the name of the user that is logged in.
 (or )	A US or Canadian flag displays to the right of the user's name. It indicates the currency the user is viewing in the site.
My Profile	The My Profile link allows the user to view their profile information and make updates.
Logout	The Logout button exits the user from the eParts application.
FIND A PART	Find A Part allows the user to browse through the catalog(s) to find a specific assembly/service part.
BOOKMARKS	Bookmarks contains a listing of items that the user has bookmarked within the eParts application.
PREVIOUS ORDERS	Previous Orders is a listing of all orders placed by the user. The user may view the orders, copy parts to a new cart or download the files.
<input type="text" value="Search for part..."/> 	The text box with the magnifying glass allows the user to search for a part or assembly at anytime. Enter your part number or word you are searching for and Enter on your keyboard or click the magnifying glass.

eParts Link or Icon	Definition
	<p>The shopping cart indicates the current active cart and the number of items it contains. To view the content, the user may hover over it or click the link.</p>
<p>..... Home</p>	<p>Home allows the user to go to the home page at any time.</p>
<p>..... Need Help?</p>	<p>Access to help files and contact information for the Haworth Help Desk</p>
<p>Terms of Sale</p>	<p>At the bottom of each page is a link to the Terms of Sale for the site.</p>
<p>Privacy Policy</p>	<p>At the bottom of each page is a link to the Privacy Policy for the site.</p>

Appendix B

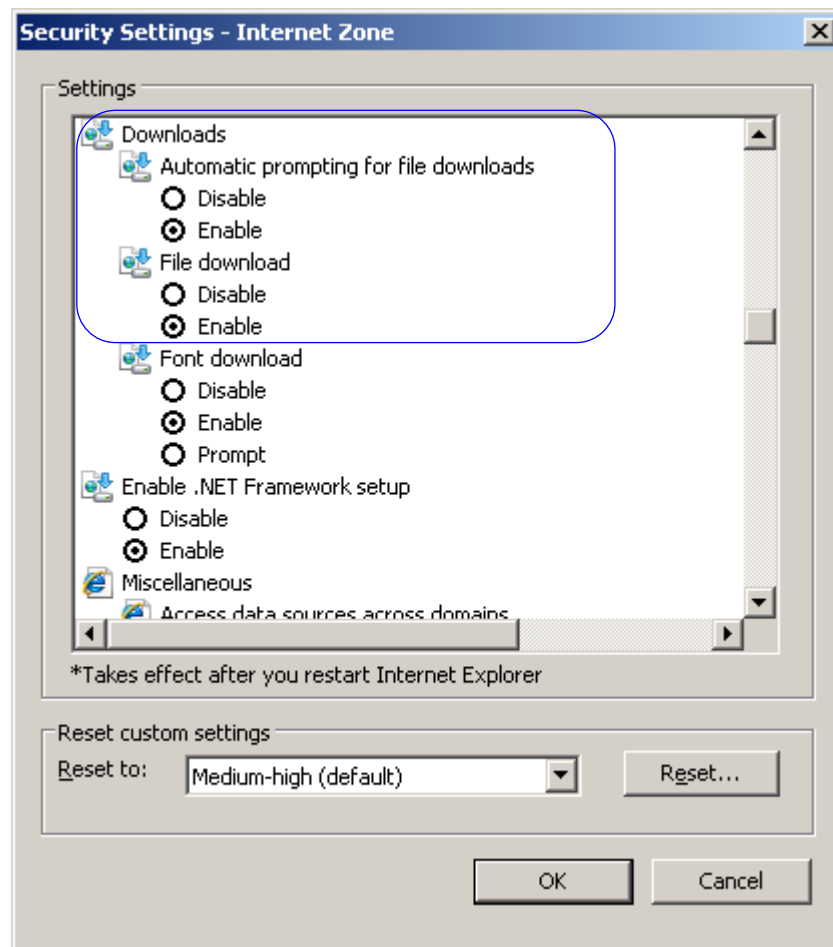
Optimizing Your eParts Experience

In order to optimize your experience in the eParts application, you should ensure that you are running at minimum Internet Explorer 7. While you are still able to view the site in lower versions, there may be some display issues.

The optimum Browser Resolution is minimum 1024 x768. Lower resolutions are not optimized while higher resolutions are optimized.

There are certain pages that require pop-up windows, such as the Quick Sif and Print PDF windows. To optimize your viewing experience you should allow pop-ups from this site.

If you wish to download the sif files and/or the pdf documents, your browser security needs to be set to allow downloads.



Viewing Interactive Assembly Images

Currently assembly images are static images, but they are being developed to be interactive diagrams in SVG format. When viewing assemblies, if a .SVG exists it is displayed, if not then the static image displays. If your browser does not have the svg plug-in, eParts provides a message that the plug-in is needed to view the file and a link to download the file or the option to view the static image.

To ensure that you are able to view the svg images, check if you have a SVG Player installed on the computer. If you do not have one installed, you can get this free plug-in on Adobe's web site at: <http://www.adobe.com/svg/viewer/install/main.html>

If you are not sure if you have one installed on your computer, click here <http://www.adobe.com/svg/viewer/install/svgtest.html>. This is what you should see. "You should see 3 animated images immediately above this paragraph. If you do not see this, your SVG plug-in has not been installed properly! Return to the [download page](#) for installation instructions."

